

# LEAVE REQUEST FORM FOR RESIDENTS

Name: \_\_\_\_\_ Program: \_\_\_\_\_

START DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_ TOTAL WORKING DAYS: \_\_\_\_\_

RETURNING TO WORK DATE: \_\_\_\_\_ Rotation: \_\_\_\_\_

Type of Leave Requested:

- Vacation
- Sick (Doctor's note after 3 consecutive days)
- Compassionate (See PARNL Contract Article 25.01)
- Family (For emergencies or child care ONLY- See PARNL Contract Article 26.01 (a)):  
Specify family leave: \_\_\_\_\_ (3 days/year)
- Statutory holiday worked: \_\_\_\_\_  
(See PARNL Contract Article 12.02)
  - PAY
  - DAY IN LIEU \_\_\_\_\_
- Study Leave **NOT ALL DISCIPLINES PROVIDE THIS LEAVE** and it can only be used for the LMCC and RCPSC/CCFP Exams - Please consult your program
- Fellowship Interviews
- Maternity/Parental Leave (Unpaid)

DO YOU PLAN TO DO LOCUM(S) DURING YOUR LEAVE?  YES  NO  
Please note: You are required to obtain prior approval from your Program Director for ALL locums.

**A ROTATION/CLINICAL BLOCK IS CONSIDERED INCOMPLETE SHOULD A RESIDENT MISS MORE THAN ONE- THIRD OF A ROTATION DUE TO ILLNESS, CONFERENCE LEAVE, VACATION, ETC.**

I certify that the information given on this form is correct.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Resident's Signature

LEAVE REQUEST APPROVED BY:

Admin. Resident: \_\_\_\_\_  
(of the service)

DATE: \_\_\_\_\_

Chief of Service: \_\_\_\_\_

DATE: \_\_\_\_\_

Program Director: \_\_\_\_\_

DATE: \_\_\_\_\_

ENTERED IN ONE45  COPY SENT TO POSTGRADUATE MEDICAL EDUCATION

## Leave Management Guidelines at a Glance

### General Guidelines

- Leave requests must be approved by the administrative resident (or delegate) and the chief of service of the rotation/clinical block, and the resident's program director.
- It is the resident's responsibility to complete the Leave Request Form in full, obtain all necessary signatures, and submit the completed form to the Discipline office.
- It can be expected that vacation or professional leave requests will be denied during the first week of any new rotation/clinical block (please check with your service) and for PGY 1 residents, during the last two weeks of June or first two weeks of July.

### Time away from service

- A rotation/clinical block is considered incomplete if a resident is away from service for more than one-third of the expected time commitment for that rotation/clinical block. For example, in a four week rotation/clinical block (28 days), a trainee can only be away from service for nine days, which includes working days and weekends.
- If a resident is away from service for more than one-third of a rotation/clinical block due to any combination of leaves, a status of incomplete will be given and the resident will be required to either make up the lost time or repeat the full rotation/clinical block.

### Vacation

- Residents are entitled to **20 working days of vacation** per year.
  - Salary will not be paid in lieu of unused vacation, nor can unused vacation time be carried over to the next academic year.
- Residents should not assume to have the weekend off at both the beginning and end of their vacation request.
  - Requested weekends off, although not considered vacation time, is considered time away from service.
- For scheduling purposes, vacation requests should be submitted, in writing, well in advance of the requested vacation period.
- It is **strongly recommended** that residents take 10 working days of vacation during the six months before the Christmas break and during the six months after the Christmas break.

### Statutory Holidays

- A resident who is on-call or post call during one of the listed statutory holidays can receive pay at the rate of time-and-a-half, or bank the day for time off in-lieu, at a later date. If a resident opts for pay, they cannot later convert it to time off in-lieu.
- When claiming a statutory holiday, residents must submit a copy of the call schedule verifying the holiday worked.
- Statutory holidays that fall during an approved period of leave cannot be considered a vacation day and then claimed for pay or time off in-lieu at a later date.
- Statutory holidays banked for time off in-lieu cannot be carried over into the next academic year; however, it can be converted to pay at the resident's request.
- Traditionally, residents receive five consecutive days off during the Christmas season - either over Christmas week or New Year's week. For all residents, the understanding of five days off during this time **replaces** any request for payment, or time off in lieu, for working the Christmas Day, Boxing Day or New Year's Day statutory holiday.
- Only if a minimum of three consecutive days off in a row cannot be granted to a resident during the Christmas break, can a resident claim working one of the statutory holidays for pay, or time off in-lieu, at a later date (a call schedule must be provided).

### Fellowship Interview Leave

- Residents are entitled to a **maximum of five working days off** to attend fellowship/subspecialty interviews.
  - If residents require more than five days off for interviews, they can draw on unused conference leave. If the five days plus conference leave is exhausted, any additional time off for interviews must come from vacation time. The amount of requested time off must be justified to the Program Director.
- Interview leave must be substantiated by documentation verifying interview(s) are taking place.
- Interview leave can only be used during one academic year of the resident's program.

### Sick Leave

- Residents accrue one sick leave day per month. Sick leave must be accrued before it can be taken.
- Accrued sick leave can be carried over to the next academic year. Salary cannot be paid in lieu of unused sick leave.

Please see the PARNL collective agreement for information regarding Compassionate/Family/Maternity/Paternity Leave.