SPECIAL LEAVE POLICIES AND PROCEDURES
Department of Family Medicine Residency Program
University of Alberta

When taking flex days, float days, educational/conference days, stat days or other days off, the appropriate form must be filled out and signed by your rotation supervisor. This form then needs to be sent to your site administrator for processing. Forms are available from your site administrator and soon will be available on our Department website. (sample copy attached)

PARA Agreement has listed the rules and regulations of all the holiday times and on-call services. Please refer to the PARA website at www.para-ab.ca for more information.

Christmas Holidays Policy

Article 13.03 of the PARA Agreement states:

13.03 (a) Residents shall receive five (5) consecutive days off duty for Christmas or New Year’s Break. The five (5) consecutive days off shall take place either December 23 to December 27, or December 29 to January 2, at the discretion of the Program Director. All residents shall be available for service on December 28. Where possible, a resident shall not be scheduled for on-call services the day preceding his or her five (5) consecutive days off. Time in excess of five (5) consecutive days may be granted at the discretion of the Program Director.

13.03 (b) A Resident who is a practitioner of a recognized faith that does not celebrate Christmas Day may request that the five (5) days off duty in Article 13.03 (a) be scheduled at another time to accommodate the observance of an alternative Religious Holiday. The request shall be made by the Resident to the Program Director by August 1st of each program year. The Resident will provide two (2) options for the scheduling of the five (5) consecutive days off and the Program Director will grant one or the other option within two (2) weeks of receiving the request. A Resident who is granted an alternate Religious Holiday shall service regular duty hours (Article 14.02) and on-call duty (Article 14.03) during the Christmas and New Year’s break.

13.04 In recognition of Residents who are scheduled and take call the day before a Named Holiday and for reasons of ensuring the appropriate transference of care, work a portion of a Named Holiday, all Residents shall be entitled to a total of three (3) additional days off per year without loss of pay. This is in addition to vacation entitlements in Article 12.
Out of Province or International Electives for PGY2s
Department of Family Medicine Residency Program
University of Alberta

This information is, if as a PGY2 resident, you would like to do an out-of-province or international elective.

Please ensure that your request is brought forward to the Residency Program Committee for approval at least 90 days prior to your intended start date. The committee usually meets the first Thursday of each month. You are required to provide a written request as well as a written letter of approval from your Faculty Advisor supporting your request. These documents can be submitted to your Site Administrator or to the Residency Program Coordinator (Cindy Heisler).

Also note that you are responsible for obtaining any licensing, special requirements, etc. that are required by the jurisdiction where you are doing the elective. You will also need to provide the name, address, and phone number of your preceptor for this rotation.