Vacation / Leave

GENERAL INFORMATION

All leaves must be approved, in writing, by the on-service rotation and the Surgical Foundations Program Director, prior to the date of leave. Email approval by the service will also be accepted but a leave request form still needs to be completed by the resident.

Please ensure you are looking at the Surgical Foundations Google Calendar before requesting any leave as leave will be denied over CAMIS dates, CanMeds sessions, and any other mandatory activities (except under exceptional circumstances with Dr Haase’s approval).

You can find the Leave Request form under "Forms" and Rotation Contacts HERE.

STEPS TO REQUEST LEAVE:

1. Talk to the service you are rotating on and make sure they approve the dates. Get written approval (either on the form or a forwarded e-mail).

2. Make sure it’s okay with your home program (you can’t miss any mandatory retreats, research days, etc.) - you can check the schedule yourself but it’s on you if you get in trouble for missing something you shouldn’t.

3. IF BOTH YOUR ROTATION AND HOME PROGRAM ARE OKAY WITH THE LEAVE, send it to Peggy. She will approve it or forward on to Dr Haase as appropriate.

VACATION

PGY-1

Each Surgical Foundations resident is scheduled for one block of vacation time consisting of 4 consecutive weeks in PGY-1. The block of time is arranged prior to starting rotation on July 1st. If there is a request for a specific vacation time the Program Director will attempt to accommodate the request but cannot guarantee that the request can be met, due to scheduling/service demands.

PGY-2

PGY-2 residents will have four 1 week vacations per year (5 days plus weekend before or after) which is not arranged through the Surgical Foundations Office. PGY-2 vacation requests must be submitted to your home program and site coordinator and chief resident a minimum of 8 weeks prior to your rotation. It is not recommended to take 1 week off of a 4 week rotation, as you may not meet the requirements for evaluation and completion of that rotation.

Note about Block 7 vacations:

If your 1 block vacation is during Block 7, you are entitled to an extra 3 working days (plus a weekend for a total of 5 days) to be taken in lieu of the 5 day break you missed (see below). These extra 3 days MUST be taken off while you
are on a multi-block rotation with your home service. Please ensure you are requesting the extra time a min. of 8 weeks in advance and that you are not missing a mandatory event.

STAT HOLIDAYS / DAYS IN LIEU

Residents are entitled to the following Named Holidays: New Year’s Day, Family Day, Good Friday, Victoria Day, Canada Day, August Civic Holiday, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day (see below), Boxing Day (see below) and one Floating Day. Where a Named Holiday falls upon a Saturday or Sunday, the Named Holiday will be considered to lie on either the preceding Friday or following Monday. **A Resident who is scheduled to and does work the day of a Named Holiday is entitled to have another working day off with pay In Lieu of the Named Holiday. This day should be scheduled during that same rotation at the time the call schedule is made.**

3 FLEX & 1 FLOAT DAY

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 four additional days off per year without loss of pay (three flex days and one float day). This is in addition to vacation allotments. **Residents are not permitted to take more than 2 flex/float days per block.**

CHRISTMAS / NEW YEAR BREAK

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

Note: **A Resident who is a practitioner of a recognized faith that does not celebrate Christmas Day may request that the five days off duty, to be scheduled at another time, in order 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.**

CONFERENCE LEAVE

Conference leave requests for PGY-1 residents should be made **a minimum of 8 weeks in advance** and require special permission from:

1. Base Specialty Program Director
2. On-service rotation and
3. Surgical Foundations Program Director

EDUCATION LEAVE
Education Leave requests must be made at least 4 weeks prior for approval. Residents are entitled to up to 5 working days off to prepare and write Canadian qualifying exams. Residents may be granted up to 5 unpaid days off for American professional exams.

**SICK & SPECIAL LEAVE**

Residents should report sick days to their Program Administrator and to the Service they are on. For any leaves greater than 5 days, a leave of absence form must be completed and send to your program administrator to be processed.

Residents can be granted Special Leave, including leave for compassionate reasons, without loss of pay and health benefits, under reasonable circumstance. Residents should, whenever possible, give adequate notice of their intention to take special leave. If residents miss a significant portion of their training/rotation or if mandatory sessions are missed, our office will assist you to make up these incomplete items.