

LEAVE REQUEST FORM FOR POSTGRADUATE LEARNERS

Name: _____ Program: _____

START DATE: _____ END DATE: _____ TOTAL WORKING DAYS: _____

RETURNING TO WORK DATE: _____ Rotation: _____

Type of Leave Requested:

- ☐ Vacation ☐ Fellowship Interviews
- ☐ Sick (**Doctor's note after 3 consecutive days**) ☐ Parental Leave (Unpaid)
- ☐ 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 12.01**)

☐ PAY ☐ DAY IN LIEU _____

- ☐ Study Leave **NOT ALL PROGRAMS PROVIDE THIS LEAVE** and it is to be used only for RCPSC/CCFP Exams -
please consult your program.

DO YOU PLAN TO MOONLIGHT OR DO LOCUMS DURING YOUR LEAVE? ☐ YES ☐ NO
If yes: you are required to obtain approval from your Program Director in advance.

A REQUIRED TRAINING EXPERIENCE (RTE) IS CONSIDERED INCOMPLETE SHOULD A LEARNER MISS MORE THAN ONE- THIRD OF A RTE DUE TO ILLNESS, CONFERENCE LEAVE, VACATION, ETC.

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

Date

Learner's Signature

LEAVE REQUEST APPROVED BY:

Admin. Resident: _____ DATE: _____

Chief of Service: _____ DATE: _____

Program Director: _____ DATE: _____

ENTERED IN ONE45 ☐ COPY SENT TO POSTGRADUATE MEDICAL EDUCATION ☐

06/2024

Leave Management Guidelines at a Glance

General Guidelines

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

Time away from service

- A required training experience is considered incomplete if a learner is away from service for more than one-third of the expected time commitment for that required training experience.
- If a learner is away from service for more than one-third of a required training experience due to any combination of leaves, a status of incomplete will be given and the learner will be required to either make up the lost time or repeat the full required training experience.

Vacation

- Learners 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. As per clause 11.06 of the PARNL collective agreement, if there is appropriate coverage learners may be able to have both weekends off at 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 learners take 10 working days of vacation during the first six months of their academic year, and during the second six months.

Statutory Holidays

- A learner 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 learner opts for pay, they cannot later convert it to time off in-lieu.
- When claiming a statutory holiday, learners 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. Learners shall be allowed an additional paid vacation day 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 learner's request.
- Traditionally, learners receive five consecutive days off during the Christmas season - either over Christmas week or New Year's week. For all learners, 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 learner during the Christmas break, can a learner claim working one of the statutory holidays for pay, or time off in-lieu at a later date (a call schedule must be provided).
- Please see clause 12.02 of the PARNL collective agreement for other non-Christian faith based holidays.

Fellowship Interview Leave

- Learners are entitled to a **maximum of five working days off** to attend fellowship/subspecialty interviews.
 - If learners 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 learner's program.

Sick Leave

- Learners 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

Please see [PGME Leave Management Policy](#) for complete details on all leave.