

VACATION POLICIES FOR POSTGRADUATE STUDENTS

At present vacation entitlement is four (4) weeks for PGY1s and four (4) weeks for Residents. **All** PGY1s and Residents will be given requests for vacation at Registration time. (Each period of vacation will require a completed form. These forms will be sent to Programme Directors for approval and once approved the vacation time may be only changed through subsequent negotiations with the Programme Director. Vacation time must be taken within the academic year July to June. Trainees with different academic years should clarify their position with their Programme Director.)

The Postgraduate Education Committee has drawn up certain guidelines relating to vacations in keeping with the terms of the PAIRO-OCOTH Agreements:

- 1) Requests for vacation shall be submitted in writing to the Programme Director at least four (4) weeks before the proposed commencement of the vacation and not later than February 15th. As an exception, each resident taking a certification examination in June shall have until April 15th to make a written request for one week of his/her vacation entitlement.
- 2) The PGY1/Resident is to complete the attached form (one for each vacation period). The form should be submitted to the Clinical Supervisor of the Rotation who will assess whether patient responsibilities can be met who will then forward it to the person responsible for the on-call schedule who will then forward it to the PGY1/Resident's Programme Director for notation/approval who will then inform the PGY1/Resident of the decision. **Ultimately, however, the PGY1/Resident is responsible to ensure that he has approval before taking or making plans for his holidays.**
- 3) All vacation requests must be confirmed or alternative times agreed to within two weeks of the request being made.
- 4) Vacations may be taken by housestaff at any time; the timing of vacation may be delayed only where necessary, having regard to the professional and patient responsibilities of the hospital department for the time the vacation is requested.
- 5) Housestaff may arrange for their vacations to be taken in one continuous period or in one or more segments of at least one week in duration provided professional and patient responsibilities are met.
- 6) Leave for conferences is in addition to vacation allotment but subject to the same mechanism of approval.
- 7) All housestaff shall be entitled to the following recognized holidays:

1. Canada Day
2. Civic Holiday
3. Labour Day
4. Thanksgiving Day
5. Christmas Day
6. Boxing Day
7. New Year's Day
8. Heritage Day
9. Good Friday
10. Easter Monday
11. Victoria Day

8) Vacation entitlements do not carry over from one year to the next.

FROM PAIRO/OCOTH AGREEMENT

VACATION

1. Internes and Residents shall be entitled to four weeks paid vacation during each year.
2. Vacations may be taken by housestaff at any time, but, subject to #4, the timing of vacation may be delayed only where necessary, having regard to the professional and patient responsibilities of the hospital department for the time the vacation is requested.
3. Housestaff may arrange for their vacation to be taken in one continuous period or in one or more segments of at least one week in duration provided professional and patient responsibilities are met.
4. Requests for vacation shall be submitted in writing to the department head at least four (4) weeks before the proposed commencement of the vacation and not later than February 15th. As an exception to the above, each resident taking a certification examination in June shall have until April 15th to make a written request for one week of his/her vacation entitlement. All vacation requests must be confirmed or alternative times agreed to within two weeks of the request being made.

PROFESSIONAL LEAVE

1. In addition to vacation entitlement, internes and residents shall be granted additional paid leave to attend educational events such as medical conferences which are approved by the appropriate programme director or department head. Such conference leave, up to a maximum of seven (7) working days per annum, shall be consecutive if requested by the interne or resident, and shall not be deducted from regular vacation entitlement. Such leave may be taken by housestaff at any time, provided only that professional and patient responsibilities are met to the satisfaction of the hospital department head.
2. Each interne and resident shall be entitled to paid leave for the purpose of taking any Canadian or American professional certification examination: for example, Royal

College examinations, LMCC, ECFMG, CFPC. This leave shall be in addition to other vacation or leave.

STATUTORY HOLIDAYS

1. All housestaff shall be entitled to the following recognized holidays:

1. New Year's Day 6. Labour Day
2. Easter Friday 7. Thanksgiving Day
3. Victoria Day 8. Christmas Day
4. Dominion Day 9. Boxing Day
5. August Civic Holiday 10. Two floating holidays

2. All housestaff shall be entitled to at least five consecutive days off during a twelve day period that encompasses Christmas, New Year's Day and two full weekends. These five days off are to account for the three statutory holidays, Christmas, Boxing Day, New Year's Day and two weekend days.

3. If an interne or resident is scheduled to work on a recognized holiday, he/she shall be entitled to a paid day off in lieu of the holiday to be taken at a time mutually convenient within ninety (90) days of the holiday worked.

4. In the event that "Heritage Day" is made a recognized holiday, this will be one of the floating holidays.