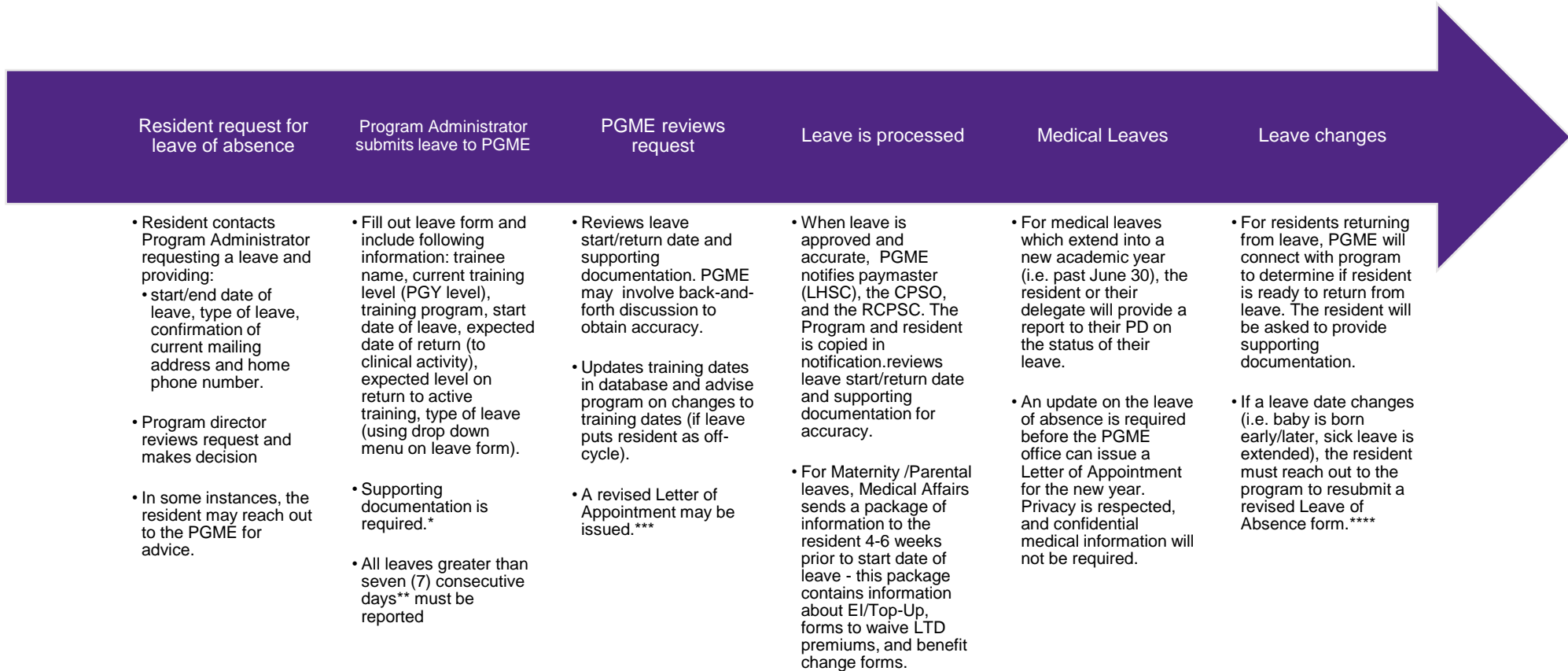


# Leaves Process



\*Supporting documentation may include:

- (pregnancy/parental) health care practitioner note on estimated due date or date of confinement
- (sick/medical) health care practitioner note on when the resident is unable to work and estimated return

\*\*There may be special circumstances when the program reports a leave for less than one week (i.e., a pattern of missed days by a resident within a specific timeframe resulting in the resident's ability to successfully complete training objectives).

\*\* If the leave results in a change in training appointment level (i.e., PGY level) within the July 1–June 30 academic year, PGME will reissue a revised Letter of Appointment (LOA) to the resident. This LOA will need to be verified and signed before being sent to the CPSO to update the registration details in the Public Registry. Additional information regarding the leave of absence will not be provided to the CPSO without the resident's consent. Residents whose training end date has been extended due to a leave of absence may be eligible for a waiver of training in their final year of residency. Refer to the Waiver of Training Policy.

\*\*\*In some cases, residents contact Medical Affairs directly re: birth of the baby as these are time sensitive as it relates to their Record of Employment (ROE). In any event, these must be reported to the PGME office.