

**Department of Medicine – Internal Medicine**

**VACATION CATEGORIES/GENERAL INFORMATION**

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<b>General Information</b>	
<b>Vacation System:</b>	<ul style="list-style-type: none"> <li>Used for all Medicine vacation/leave requests</li> <li>Website: <a href="https://domws.lhsc.on.ca/DOMNET/DOMLogin.aspx">https://domws.lhsc.on.ca/DOMNET/DOMLogin.aspx</a></li> <li>To view the status of your request(s), please sign in to the on-line vacation system</li> </ul>
<b>Overview – Vacation/leave Entitlements:</b>	<ul style="list-style-type: none"> <li>Vacation: 20 working days + 8 weekend days</li> <li>Educational/Conference Leave: 7 working days</li> <li>Exam Days: 3</li> <li>Floater Day: 1</li> <li>Stat Replacement: As required</li> <li>Interview Time (PGY3s only): 5 days</li> <li>Away from Call Requests – 1 request per block up to 3 consecutive days</li> <li>Other Leaves – maternity, paternity, compassionate</li> </ul>

<b>Guidelines</b>	
<b>Deadlines</b>	<ul style="list-style-type: none"> <li>All requests must be so submitted NO LATER than the first day of the block before (e.g. for vacations during Block 4, requests must be made no later than the first day of Block 3). It is strongly encouraged that you plan ahead and submit your requests well in advance of your planned leave</li> <li>NOTE: there may be some extenuating circumstances that would require us to</li> </ul>

**Department of Medicine Education Office**

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	adjust this dates
<b>Priorities for Approval</b>	<ul style="list-style-type: none"> <li>All requests are approved on a first-come, first-served basis</li> </ul>
<b>Error Messages</b>	<ul style="list-style-type: none"> <li>If you are getting an error when entering your request, please include this error message in an email to <a href="mailto:domeduction@lhsc.on.ca">domeduction@lhsc.on.ca</a>. This will allow a quicker response and fix to your problem</li> <li>If the error message indicates you are not on a Medicine rotation, please confirm your schedule with your home program. If you are indeed to be scheduled on a Medicine rotation, please email the details to <a href="mailto:domeduction@lhsc.on.ca">domeduction@lhsc.on.ca</a>. Please be advised the Emergency Medicine rotation uses the Department of Medicine vacation system.</li> </ul>
<b>Limitations</b>	<ul style="list-style-type: none"> <li>You cannot submit two requests for the same day. You will get an error message</li> </ul>
<b>Web Browser</b>	<ul style="list-style-type: none"> <li>Please use the web browser Internet Explorer. Many other browsers cannot support our on-line vacation system</li> </ul>
<b>Available Time</b>	<ul style="list-style-type: none"> <li>You are responsible for ensuring you work the appropriate amount of days to receive credit for the rotation. Residents can be absent for up to 7 days in a 28-day rotation. If you have two of the same rotations back-to-back (e.g. Gastroenterology in two consecutive blocks), you may request a 14-day leave, which will be approved at the discretion of the service you are on.</li> </ul>

<b>Types of Leaves/Requests</b>	
<b>Types of Leaves/Requests</b>	<b>Notes</b>
<b>ACLS Exam</b>	<ul style="list-style-type: none"> <li>Used for writing the initial ACLS exam only (for PGY1s)</li> <li>Cannot be used for the ACLS recertification exam or any other exam requests. If you are recertifying your ACLS exam, please use "ACLS Recertification Exam" option</li> </ul>
<b>ACLS Recertification Exam</b>	<ul style="list-style-type: none"> <li>Used for writing the ACLS recertification exam only (for senior residents)</li> </ul>

<b>Academic Half Day</b>	<ul style="list-style-type: none"> <li>• If you are attending an Academic Half Day, please submit a request “Academic Half Day – ½ Day Away From Service” request</li> <li>• In the comment section, put the details of your academic half day (e.g. the start and end time you will be away from the service)</li> <li>• Requests are approved after the call schedule has been sent out</li> <li>• Requests are considered and honoured wherever possible</li> <li>• Medicine residents – no need to submit AHD requests while on CTU rotations – we are aware of your half day schedule</li> </ul>
<b>Academic Leave – Full Day Away from Service</b>	<ul style="list-style-type: none"> <li>• If you are attending an Academic Day for the full day, please submit a request “Academic Leave – Full Day Away from Service” request</li> <li>• In the comments section, put the details of your academic day (e.g. the start and end time you will be away from the service)</li> <li>• Requests will not be approved until after the call schedule has been created and posted</li> </ul>
<b>Away for Teaching</b>	<ul style="list-style-type: none"> <li>• To be used if you are teaching</li> <li>• In the comments section, please ensure you include the start and end time of the teaching and the name of the course</li> </ul>
<b>Away from Call – Other</b>	<ul style="list-style-type: none"> <li>• Residents are permitted to submit 1 Away from Call request per block of up to 3 consecutive days to be away from call</li> <li>• Away from Call requests are taken into consideration during call schedule creation and are indicative of your preference not to be placed on call.</li> <li>• Requests will be considered but may not be accommodated based on service needs</li> <li>• Away from Call requests are not approved in advance nor are they guaranteed</li> </ul>
<b>Christmas/New Year’s</b>	<ul style="list-style-type: none"> <li>• The Christmas/New Year’s request will become available once the break periods are determined – usually in the fall</li> <li>• Select a period: <ul style="list-style-type: none"> <li>○ Period 1 encompasses Christmas</li> <li>○ Period 2 encompasses New Year’s</li> </ul> </li> <li>• Every day during the holiday period (period 1, 2 and the Common Day) is treated as a regular week day</li> <li>• Everyone must be available and attend work on the Common Day(s), with the only exception being those residents who are post-call</li> <li>• No stat replacement days are given for days worked during either of these two holiday periods</li> <li>• Internal Medicine residents may elect to take your 5 consecutive days off during a different week later in the year (after block 7) ***</li> </ul>

	<ul style="list-style-type: none"> <li>No requests for Away from Call or any other requests for time shall be allowed during the Christmas/New Year's periods or the Common Day</li> <li>No leave requests will be approved immediately preceding or following the holiday period unless the resident opts to work through both of the holiday periods. Vacation in addition to the holiday period will not allow enough time to be properly evaluated</li> </ul> <p>***If you opt to defer your holiday period, you should expect to work over both holiday periods either on your service or as a cross-covering resident. The option for deferral is only available to Internal Medicine residents. All off-service residents should discuss this option with their home program.</p>
<b>Education-Conference</b>	<ul style="list-style-type: none"> <li>These requests can be submitted as a single day request</li> <li>Education-Conference Days to be used for week days only</li> <li>If you require the weekend to attend a conference or to travel, please submit your weekend as "Away From Call-Other" and ensure in the comment section you put the <i>Conference Title</i> and <i>Conference Location</i>. Without this information, this request will be considered a personal away from call request</li> <li>Not to exceed your maximum allowed 1 week away per block</li> </ul>
<b>Exams</b>	<ul style="list-style-type: none"> <li>To be used for <b>writing exams only</b></li> <li>Cannot be used for studying or preparing for any exam</li> <li>For all exams, in the additional information section, please ensure you include <b>which exam</b> you are writing and <b>where</b> you will be writing the exam</li> <li>Can be used on a weekend if you are writing an exam on the weekend</li> <li>DOM may require proof of the exam (e.g. receipt of registration)</li> </ul>
<b>Floater Day</b>	<ul style="list-style-type: none"> <li>Can be used at any time (not including weekends)</li> <li>Not to exceed your maximum allowed 1 week away per block</li> </ul>
<b>Interview Away Time</b>	<ul style="list-style-type: none"> <li>To be used by the PGY 3s when attending R4 match interviews</li> <li>Must include the location of <b>where</b> the interview is being held</li> </ul>
<b>Maternity Leave</b>	<ul style="list-style-type: none"> <li>If you are expecting and you are 27 weeks pregnant, or you are on a Medicine rotation and will be 27 weeks pregnant, please contact <a href="mailto:domeducation@lhsc.on.ca">domeducation@lhsc.on.ca</a> . We would like to assist you to ensure you are not placed on-call</li> </ul>

	<ul style="list-style-type: none"> <li>• Please discuss the details of your maternity leave directly with the Department of Medicine. Send an email to Ana Malbrecht (<a href="mailto:ana.malbrecht@lhsc.on.ca">ana.malbrecht@lhsc.on.ca</a>) with your expected due date</li> </ul>
<b>MCCQE Exam</b>	<ul style="list-style-type: none"> <li>• Used for MCCQE exams only</li> </ul>
<b>OSCE Exam – night away from Service</b>	<ul style="list-style-type: none"> <li>• To be used for participating in the OSCE exam only. Requests are typically entered by DoM on behalf of residents</li> </ul>
<b>PARO Mtg. – Afternoon for travel to Meeting</b>	<ul style="list-style-type: none"> <li>• Please contact <a href="mailto:domeducation@lhsc.on.ca">domeducation@lhsc.on.ca</a> if you are a member of the PARO General Council so this option can be made available to you</li> <li>• To be used for attending the PARO meeting only (single day request)</li> <li>• Can only be used for the actual day of the meeting</li> <li>• Any additional time around the actual meeting date must be submitted as away from call</li> <li>• In the comment section, please ensure you submit <u>the location of the meeting</u>. Without this information your request may be cancelled</li> </ul>
<b>Parental Leave</b>	<ul style="list-style-type: none"> <li>• Please discuss the details of your Parental Leave directly with the Department of Medicine</li> </ul>
<b>Post Call First Day of Block</b>	<ul style="list-style-type: none"> <li>• To be requested if you will be post-call on the first day of a new block for any rotation that uses the Department of Medicine on-line vacation system</li> <li>• In the comment section, indicate what service you will be on-call on the last day of that block</li> <li>• This request is also subject to the deadlines of regular vacation requests, etc. You will be responsible to cover your call or switch your call if this request is not submitted on time and you are put on-call</li> </ul>
<b>Stat Replacement</b>	<ul style="list-style-type: none"> <li>• Statutory holiday replacement options will become available on the on-line vacation system in the week following the stat holiday</li> <li>• You need to work the stat to get a stat replacement day</li> <li>• You cannot submit a stat replacement request until <b>after</b> you have worked the statutory holiday</li> <li>• You must work on a recognized holiday in order to get a stat replacement</li> <li>• As per the PARO agreement, stat replacement days must be taken within 90 days of the stat worked</li> </ul>

	<ul style="list-style-type: none"> <li>• Remembrance Day, November 11, is not a statutory holiday for residents</li> <li>• Easter Sunday is not a statutory holiday for residents</li> <li>• Easter Monday is not a statutory holiday for residents</li> <li>• You may be required to send a copy of the call schedule to indicate you worked the statutory holiday</li> <li>• Please ensure in the comment section you specify what service you were on when you worked the stat</li> <li>• DOM will add stat replacement days to your profile for schedules that appear on the DOM website. Please contact <a href="mailto:domeducation@lhsc.on.ca">domeducation@lhsc.on.ca</a> if you worked on a service that does not appear on the DOM education schedules (e.g. Windsor, ICU, community rotations, etc.)</li> </ul>
<b>Transition Day</b>	<ul style="list-style-type: none"> <li>• To be used by Internal Medicine PGY1 residents only</li> <li>• Transition Day educates junior residents about expectations for their role as senior residents in the next academic year</li> </ul>
<b>Vacation</b>	<ul style="list-style-type: none"> <li>• You have 20 working days and 8 weekend days to use in the year</li> <li>• All vacation requests must be submitted by the first day of the previous block</li> <li>• Not to exceed your maximum allowed 7 days away per block</li> <li>• If there is a statutory holiday during your vacation period, this will not be deducted from your total allotted vacation days</li> </ul>

<p><b>Canceling Requests</b></p> <ul style="list-style-type: none"> <li>• You directly can cancel any requests that are 62 days or beyond via the on-line vacation system. The cancellation option beside requests on the online system will appear for leaves that meet requirements for self-cancellation</li> <li>• All changes are subject to approval by the Department of Medicine</li> <li>• When you cancel a previously approved request and resubmit a new request during the same block, it will be considered as a new request</li> <li>• If you opt to re-submit the original request, there is no guarantee that you will get the time off as it will be considered a new request</li> <li>• You will be required to get special permission from the Chief Medical Resident or Service if requests for cancellations are after the cut-off date for submissions for that block, or while during a current block</li> </ul>
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## Departments using the DoM On-Line Vacation System

SERVICE	Location	Contact	Email Address
Allergy & Immunology	City-Wide	Dr. Parwinder Gill	<a href="mailto:parwinder.gill@sjhc.london.on.ca">parwinder.gill@sjhc.london.on.ca</a>
Ambulatory GIM	UH	Dr. Marko Mrkobrada Chrissy Kienapple	<a href="mailto:mmrkobr@uwo.ca">mmrkobr@uwo.ca</a> <a href="mailto:Chrissy.kienapple@lhsc.on.ca">Chrissy.kienapple@lhsc.on.ca</a>
Ambulatory GIM	Vic	Dr. Dongmei Sun Chrissy Kienapple	<a href="mailto:Dongmei.sun@lhsc.on.ca">Dongmei.sun@lhsc.on.ca</a> <a href="mailto:Chrissy.kienapple@lhsc.on.ca">Chrissy.kienapple@lhsc.on.ca</a>
Cardiology	City-wide: <ul style="list-style-type: none"> <li>• Consults</li> <li>• Ward</li> <li>• Blue</li> <li>• Green</li> </ul>	Dr. Lawrence Chow	<a href="mailto:Lawrence.chow@lhsc.on.ca">Lawrence.chow@lhsc.on.ca</a>
CCTC	Vic	Dr. Rob Arntfield Rebecca Rondinelli Corey Hilliard	<a href="mailto:Robert.arntfield@lhsc.on.ca">Robert.arntfield@lhsc.on.ca</a> <a href="mailto:rebecca.rondinelli@lhsc.on.ca">rebecca.rondinelli@lhsc.on.ca</a> <a href="mailto:corey.hilliard@lhsc.on.ca">corey.hilliard@lhsc.on.ca</a>
CCU	City-wide	Dr. Lawrence Chow Lori Van Kerrebroeck	<a href="mailto:Lawrence.chow@lhsc.on.ca">Lawrence.chow@lhsc.on.ca</a> <a href="mailto:Lori.VanKerrebroeck@lhsc.on.ca">Lori.VanKerrebroeck@lhsc.on.ca</a>
Clinical Pharmacology	UH	Dr. Steve Gryn	<a href="mailto:Steven.gryn@lhsc.on.ca">Steven.gryn@lhsc.on.ca</a>
Community Rotations	<ul style="list-style-type: none"> <li>• Chatham</li> <li>• Goderich</li> <li>• Leamington</li> <li>• St. Thomas</li> <li>• Stratford</li> <li>• Strathroy</li> <li>• Tilsonburg</li> <li>• Woodstock</li> </ul>	DME: Megan Baxter Vacations: DOM (with the exception of Stratford)	<a href="mailto:megan.baxter@schulich.uwo.ca">megan.baxter@schulich.uwo.ca</a> <a href="mailto:distributed.education@schulich.uwo.ca">distributed.education@schulich.uwo.ca</a> <a href="mailto:domeducation@lhsc.on.ca">domeducation@lhsc.on.ca</a>
CTU1	UH	DOM	<a href="mailto:domeducation@lhsc.on.ca">domeducation@lhsc.on.ca</a>
CTU2	UH	DOM	<a href="mailto:domeducation@lhsc.on.ca">domeducation@lhsc.on.ca</a>
CTU3	UH	DOM	<a href="mailto:domeducation@lhsc.on.ca">domeducation@lhsc.on.ca</a>
ACE CTU	Vic	DOM	<a href="mailto:domeducation@lhsc.on.ca">domeducation@lhsc.on.ca</a>
CTU Blue	Vic	DOM	<a href="mailto:domeducation@lhsc.on.ca">domeducation@lhsc.on.ca</a>
CTU Gold	Vic	DOM	<a href="mailto:domeducation@lhsc.on.ca">domeducation@lhsc.on.ca</a>
Electrophysiology (Cardiology)	UH	Meghann Hartman	<a href="mailto:megan.hartman@lhsc.on.ca">megan.hartman@lhsc.on.ca</a>
Emergency Medicine	City-Wide	Susan Pierson	<a href="mailto:Susan.Pierson@lhsc.on.ca">Susan.Pierson@lhsc.on.ca</a>
Endocrinology	SJHC	Dr. Stan VanUum Deborah McLaughlin	<a href="mailto:Stan.vanuuum@lhsc.on.ca">Stan.vanuuum@lhsc.on.ca</a> <a href="mailto:EndoEducation@sjhc.london.on.ca">EndoEducation@sjhc.london.on.ca</a>
Gastroenterology	UH	Dr. Melanie Beaton	<a href="mailto:Melanie.beaton@lhsc.on.ca">Melanie.beaton@lhsc.on.ca</a>
Gastroenterology	VH	Dr. Jamie Gregor	<a href="mailto:Jamie.gregor@lhsc.on.ca">Jamie.gregor@lhsc.on.ca</a>
Geriatric Medicine	SJHC	Jennifer Whytock	<a href="mailto:Jennifer.whytock@sjhc.london.on.ca">Jennifer.whytock@sjhc.london.on.ca</a>
Hematology	Vic	Dr. Joy Mangel	<a href="mailto:Joy.mangel@lhsc.on.ca">Joy.mangel@lhsc.on.ca</a>
Hepatology		Dr. Karim Qumosani	<a href="mailto:Karim.qumosani@lhsc.on.ca">Karim.qumosani@lhsc.on.ca</a>
ICU Jrs./Srs. University Hospital	UH	Dr. Eyad AlThenayan Sarah Rayner	<a href="mailto:Eyad.AlThenayan@lhsc.on.ca">Eyad.AlThenayan@lhsc.on.ca</a> <a href="mailto:Sarah.Rayner@lhsc.on.ca">Sarah.Rayner@lhsc.on.ca</a>

Infectious Diseases	City-wide	Dr. Sameer Elsayed Janice Lewis	<a href="mailto:Sameer.elsayed@lhsc.on.ca">Sameer.elsayed@lhsc.on.ca</a> <a href="mailto:Janice.Lewis@sjhc.london.on.ca">Janice.Lewis@sjhc.london.on.ca</a>
In-town Elective (for Internal Medicine Residents Only)		DOM	<a href="mailto:domeducation@lhsc.on.ca">domeducation@lhsc.on.ca</a>
Medical Oncology	Vic	Kim Norton	<a href="mailto:kim.norton@lhsc.on.ca">kim.norton@lhsc.on.ca</a>
Nephrology UH	UH	Dr. John Johnson Robin Szuch (vacations)	<a href="mailto:Nabil.sultan@lhsc.on.ca">Nabil.sultan@lhsc.on.ca</a> <a href="mailto:Robin.szuch@lhsc.on.ca">Robin.szuch@lhsc.on.ca</a>
Nephrology VH	Vic	Dr. Nabil Sultan Robin Szuch (vacations)	<a href="mailto:Nabil.sultan@lhsc.on.ca">Nabil.sultan@lhsc.on.ca</a> <a href="mailto:robin.szuch@lhsc.on.ca">robin.szuch@lhsc.on.ca</a>
Neurology	City-wide	Lisa Baker-Spiller	<a href="mailto:Lisa.bakerspiller@lhsc.on.ca">Lisa.bakerspiller@lhsc.on.ca</a>
Out of Town Electives (for Internal Medicine Residents only)		DOM	<a href="mailto:domeducation@lhsc.on.ca">domeducation@lhsc.on.ca</a>
Research Electives (for Internal Medicine Residents only)		DOM	<a href="mailto:domeducation@lhsc.on.ca">domeducation@lhsc.on.ca</a>
Respirology Team/Consults/Clinics	City-Wide	Dr. Alia Kashgari Amanda McDade Dr. Mike Nicholson for call schedules	<a href="mailto:alia.kashgari@lhsc.on.ca">alia.kashgari@lhsc.on.ca</a> <a href="mailto:amanda.mcdade@lhsc.on.ca">amanda.mcdade@lhsc.on.ca</a> <a href="mailto:jnichol8@uwo.ca">jnichol8@uwo.ca</a>
Rheumatology Windsor	SJHC	Deb Fournier	<a href="mailto:Deborah.fournier@sjhc.london.on.ca">Deborah.fournier@sjhc.london.on.ca</a>  <a href="mailto:medicine.schulich@wrh.on.ca">medicine.schulich@wrh.on.ca</a>
	<ul style="list-style-type: none"> <li>• Allergy and Immunology</li> <li>• Cardiology</li> <li>• CTU Junior and Senior</li> <li>• Endocrinology</li> <li>• Geriatrics</li> <li>• GIM Ambulatory</li> <li>• ICU</li> <li>• ID</li> <li>• Nephrology</li> <li>• Respirology</li> <li>• Rheumatology</li> </ul>		