

Department of Medicine – Internal Medicine

**INTERNAL MEDICINE RESIDENCY TRAINING PROGRAM
VACATION/LEAVE GUIDELINES**

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| Acronyms | CTU – Clinical Teaching Unit (Core Medicine rotation) |
| | DOM – Department of Medicine |
| | PARO – Professional Association of Residents of Ontario |
| | SMR – Senior Medical Resident |

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

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| Vacation and Leave Guidelines | |
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| Guidelines: | <ul style="list-style-type: none"> • 20 working days + 8 weekend days • All requests are approved on a first come basis |
| PGY3s – Interview Time: | <ul style="list-style-type: none"> • PGY3 permitted to take an additional 5 days for interview time in the fall • Interview time is not mandated by PARO – it is an accommodation allowed by the Department of Medicine. • Interview Days are counted toward the maximum of 7 days off per block • Can be used by IM3 residents in any combination up to a maximum of 5 days in the block. • Additional leave requests can be used (e.g. Education-Conference days) up to a total of 7 days away in 1 block (Interview Away time + Education Conference Days cannot be greater than 7 days). |
| Away from Call Requests: | <ul style="list-style-type: none"> • Residents are permitted to submit 1 Away from Call request per block of up to 3 consecutive days to be away from call • Away from Call requests are taken into consideration during call schedule creation and are indicative of your preference not to be placed on call. • Requests will be considered but may not be accommodated based on service needs • Away from Call requests are not approved in advance nor are they guaranteed |
| Exams: | <ul style="list-style-type: none"> • To be used for <u>writing</u> exams only. The only exams that qualify are LMCC, USMLE and MCCQE. • Please specify which exam you will be writing and where you will be writing this exam. • Please ensure you submit requests for all exams so that you are not inadvertently scheduled for call |
| Statutory Replacement Days: | <ul style="list-style-type: none"> • Statutory Replacement Days will be assigned after the Statutory Holiday is worked • If working on a Medicine rotations, DOM will automatically add the stat holiday to your profile • If not on a Medicine rotation, please notify DOM to request the addition it to your vacation profile • Stat Replacement Days only given if you are on call on a Statutory Holiday or post-call on a Statutory Holiday (e.g. if you are on call the night prior to a Statutory Holiday) |
| Deadlines: | <ul style="list-style-type: none"> • Vacation requests should be submitted no later than the first day of the previous block (e.g. requests for Block 3 must be submitted no later than the first day of block 2) • In accordance with the PARO–CAHO agreement, <i>“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 March 1.”</i> |

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| | <p>Every attempt will be made to accommodate a resident’s vacation/leave request that falls within this guideline. However, residents are wise to plan early to assure they get the vacation that they wish and that they fulfill the requirements of the training program in Internal Medicine</p> |
| Limitations: | <ul style="list-style-type: none"> • Vacation time cannot be taken until approval of the relevant Clinical Service Chief and the Education Office has been obtained. Vacation requests may be refused if professional and/or patient care responsibilities would be compromised. |

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| Senior Vacation/Leave Requests on CTU | |
| Background | The following guidelines pertaining to IM2s and IM3s will provide a means to foster a balance between education, patient care, and resident well-being: |
| Guidelines: | <ul style="list-style-type: none"> • The PGY2 and PGY3 on a CTU team cannot be away at the same time • While on CTU, not more than 1 SMR may take a week of vacation at a time, per site (UH or VH) • Vacations may overlap by up to 1 day to accommodate for vacations that are taken Mon-Sun vs. Tues-Mon • Approval of conference/education leave will still take into consideration the existing policy where not more than 1 SMR may simultaneously be away per team • SMRs may not take more than 1 week off CTU per annual cycle (per existing vacation policy) • This policy does not apply to CaRMS leave requests |

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| IMRTC Guidelines – Time Allowed off of Rotations | |
| Mandatory Rotations: | <p><u>PGY1 Residents:</u></p> <ul style="list-style-type: none"> • Required to do 4 blocks of CTU • Entitled to take up 14 days of vacation/leave during this time • Requests must be made in 7 day increments and are limited to 7 days per 8-week block. |

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| | <p><u>PGY2/3 Residents:</u></p> <ul style="list-style-type: none"> • Required to do 2 blocks of CTU • Entitled to take a maximum of 7 days of vacation/leave during CTU • Please refer to the Senior CTU Requests for further information |
| <p>CCU, Gastroenterology, GIM and Respirology</p> | <ul style="list-style-type: none"> • These rotations are 2 blocks each • Residents are entitled to take up to 14 days of vacation/leave (assuming blocks are consecutive and patient needs can be met) |
| <p>Non-Mandatory Rotations:</p> | <ul style="list-style-type: none"> • General rule is 1 week in a 1-month rotation, 2 weeks in a 2-month rotation • Requests for longer vacations will require special permission from the Program Director and may result in an incomplete evaluation |

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| <p>Vacation During the Holiday Period</p> | |
| <p>Guidelines:</p> | <ul style="list-style-type: none"> • Residents are entitled to five (5) consecutive days off during this time period and will be asked to choose from a period encompassing either Christmas or New Year's |
| <p>Alternative Dates:</p> | <ul style="list-style-type: none"> • IM Residents may choose to take their five (5) consecutive days off during a different time, according to their religious observance. • In this situation, residents would be required to be on service during both of the two above mentioned holiday periods • Please coordinate alternative leave with DoM |
| <p>Additional Dates in December:</p> | <ul style="list-style-type: none"> • Residents are permitted to take extra time during the month of December but should be aware that taking extra time may impact meeting educational objectives of the rotation you are scheduled for • Leaves may not be taken immediately before or after the holiday period |

Priority for Vacation/Leave Requests

Generally vacation requests are approved on a first come first serve basis. However, there are a few considerations and exceptions:

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| | <p>Residents completing their core training (PGY3) may request up to one (1) week of the four-week vacation entitlement at the end of June in order to accommodate moving time if undertaking subspecialty training in a different city. Such requests will be given priority over all other requests at that time.</p> |
| | <p>Residents arranging for interviews for subspecialty training programs may request vacation and/or up to five (5) additional days off to attend interviews, ordinarily in late August and September. These requests will be given priority over all other requests during this time.</p> |
| | <p>Residents sitting certification examinations may request time to attend the examination over and above the four (4) week vacation entitlement. These requests will be given priority over other requests during this time.</p> |

Special Notes

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| <p>Approvals:</p> | <ul style="list-style-type: none"> Granting of requests will be at the discretion of the Clinical Service Chief and Education Office, taking into account professional and patient care responsibilities. During all other times, priority will be given on a first come-first served basis taking into account professional and patient care responsibilities. |
| <p>PARO and Fulfilling Educational Objectives:</p> | <ul style="list-style-type: none"> While the PARO contract states that vacation can be requested during any rotation and we <i>“shall not institute policies that restrict the amount of vacation that residents can take over a given rotation,”</i> it is important for residents to fulfill the educational objectives of a rotation |
| <p>Taking an Unapproved Leave/Vacation:</p> | <ul style="list-style-type: none"> Taking vacation, that has not been approved, will be considered a BREACH OF PROFESSIONAL CONDUCT. Residents taking unapproved vacation may be subject to disciplinary action. |

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| <p>Plan Ahead:</p> | <ul style="list-style-type: none"> • Early planning with the Education Office, especially prior to the yearly schedule of rotation being created, often allows for flexibility in giving residents the vacations they want without impacting their educational objectives. |
| <p>Special Requests:</p> | <ul style="list-style-type: none"> • Residents who wish to request vacation/leave outside of the regular guidelines are encouraged to speak to the Program Director as early as possible to review options for accommodating the request. • You will need to discuss how approving the request will impact your training and options. • Often these requests can be accommodated, but may result in your schedule and possibly that of others being altered |

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| <p>Supporting Documentation</p> | |
| <p>PARO Agreement</p> | <p>http://www.myparo.ca/Contract/PARO-CAHO_Agreement</p> |
| <p>Royal College of Physician and Surgeons of Canada Training Specialty training requirements for Internal Medicine</p> | <p>http://www.royalcollege.ca/cs/groups/public/documents/document/mdaw/mdg4/~edisp/088402.pdf</p> |

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| <p>Questions?</p> | <ul style="list-style-type: none"> • We're here to help – Department of Medicine (DOM) • email: domeducation@lhsc.on.ca • phone: 519-685-8500 x 33511 |
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