
Resident Request for Leave Process

Standard Operating Procedure (SOP)

Purpose

To outline the standardized procedure for processing resident leave requests, ensuring appropriate approval, accurate documentation, and timely submission **(minimum of 4 weeks prior to requested time off dates)** to the clinic administrators and the FM program office.

Scope

This SOP applies to:

- All residents requesting leave (vacation, floater day, professional days, study days)
- Administrative staff responsible for leave processing
- Preceptors responsible for approving resident leave

Responsibilities

- **Residents:** Initiate leave requests and submit required documentation to clinic Administrator. Resident to obtain approval signatures from chief resident and preceptor and return signed form to Admin.
- **Clinic Administrator:** Review requests, complete scheduling and EMR documentation and return form to residents obtain signatures. Admin submits finalized paperwork.
- **Preceptors:** Review and approve leave requests by signing the Request for Leave form.

Procedure

1. Leave Request Initiation

The resident initiates a leave request **(minimum 4 weeks prior to leave dates requested)** by:

- Completing a request for leave form and providing it to the teaching site administrator

2. Preliminary Review

- Administrative staff reviews the request for feasibility and scheduling considerations and can advise if there are any conflicts.

3. Preceptor Approval

- The resident is responsible for providing the completed form to the chief resident / preceptor for review and obtaining their approval signatures.
- Administrator may choose to obtain signatures at this point to expedite the process.
- Upon signing, the preceptor returns the form to administrative staff for submission.

4. Scheduling and EMR Processing

- Administrative staff complete all required scheduling and template updates to book the resident off.
- **Note:** Residents, nurses, and front desk staff may not have EMR permissions and cannot complete this step.

5. Final Submission and Notification

- Administrative staff emails the signed Request for Leave form to the FM program office at fmpgc@uwo.ca.
- The resident is copied on the email for confirmation.
- If the resident does not have sufficient / appropriate leave allocations, they will be notified by the PG Team and the teaching site administrator will be copied on the email. The request may be denied.

Records Management

- Signed Request for Leave forms are retained in resident file for record keeping purposes.
- Email confirmations serve as proof of submission.

Compliance

Leave requests are not considered approved until:

- Preliminary review is completed
- Preceptor approval is obtained
- Documentation is submitted to fmpgc@schulich.uwo.ca

Failure to follow this SOP may result in delays or denial of leave approval.