

It is expected that postgraduate residency programs should accommodate requests for religious holiday leave. The following policy outlines the principles and the process for dealing with religious holiday leave requests.

### Principles

1. In general there is a duty to accommodate religious holidays (Ontario Human Rights Code), but this duty is limited by the steps that must be required short of undue hardship.
2. The policy governing resident religious holidays must be consistent with the University of Western Ontario policy *Accommodations for Religious Holidays* (<http://westerncalendar.uwo.ca/2009/pg119.html>) and with the PAIRO/CAHO Agreement (<http://www.pairo.org/>).
3. This policy applies to all residents regardless of their funding source.
4. Residents requesting religious holiday leave must give adequate written notification to the program.
5. Patient care responsibilities are to be recognized and must be met.
6. All leave days taken for religious holidays are to be considered vacation days and to be included in the number of vacation days as defined by the PAIRO/CAHO Agreement.

### Process

1. The Postgraduate Education Office will provide a copy of this policy to all residents at the beginning of each academic year. Individual residency programs which may have supplemental policies relating to religious holidays will also provide this information to the residents at the beginning of each academic year.
2. Requests for religious holiday leave must be made in writing to the Program Director or his or her delegate as soon as possible and at least four weeks prior to the requested time of the leave.
3. The Program Director (or delegate) must acknowledge the request in a timely fashion, and make every reasonable effort to accommodate the request, recognizing patient care responsibilities. The Program Director (or delegate) must inform the resident in writing within two weeks of receipt of the request whether or not the request is approved, and if not approved, provide an explanation.
4. If more than one request is made for the same religious holiday off work, and the capacity of the program for accommodation of such holiday is limited, then the first written request received by the Program Director (or delegate) will have priority.
5. Time off for religious holidays will be deducted from the vacation/statutory holiday leave stipulated in the PAIRO/CAHO Agreement.
6. If acceptable to the program, and requested by the resident, a resident may waive leave during one or more of the statutory holidays or Christmas/New Year leave period (defined by the PAIRO/CAHO Agreement) in exchange for religious holiday leave. If a resident chooses to waive vacation or statutory holidays, this must be documented in writing and agreed to by both the resident and the Program Director.

## **Religious Observances**

It is expected that postgraduate residency programs should accommodate requests for religious observance such as time for prayer. The Postgraduate Office suggests that 2 hours is a reasonable amount of time for trainees to travel to a designated location and participate in prayer.

The following hospital locations are available for religious observance:

### **LHSC**

UH – Room A1-502

VH - Room C3-402

SSH - Room W132

### **St. Joseph's Hospital**

Multi-faith prayer room is located in Zone A- Level 1 - Room A1-027

### **Regional Mental Health Care London**

Multi-faith prayer room is located on Level 1 - Room B107

Information is also available at

[http://www.londonhospitals.ca/departments/medical\\_affairs/prof\\_staff/PrayerRooms.php](http://www.londonhospitals.ca/departments/medical_affairs/prof_staff/PrayerRooms.php)