Leaves Process

Resident request for leave of absence	Program Administrator submits leave to PGME	PGME reviews request	Leave is processed	Medical Leaves	Leave changes
 Resident contacts Program Administrator requesting a leave and providing: start/end date of leave, type of leave, confirmation of current mailing address and home phone number. Program director reviews request and makes decision In some instances, the resident may reach out to the PGME for advice. 	 Fill out leave form and include following information: trainee name, current training level (PGY level), training program, start date of leave, expected date of return (to clinical activity), expected level on return to active training, type of leave (using drop down menu on leave form). Supporting documentation is required.* All leaves greater than seven (7) consecutive days** must be reported 	 Reviews leave start/return date and supporting documentation. PGME may involve back-and- forth discussion to obtain accuracy. Updates training dates in database and advise program on changes to training dates (if leave puts resident as off- cycle). A revised Letter of Appointment may be issued.*** 	 When leave is approved and accurate, PGME notifies paymaster (LHSC), the CPSO, and the RCPSC. The Program and resident is copied in notification.reviews leave start/return date and supporting documentation for accuracy. For Maternity /Parental leaves, Medical Affairs sends a package of information to the resident 4-6 weeks prior to start date of leave - this package contains information about EI/Top-Up, forms to waive LTD premiums, and benefit change forms. 	 For medical leaves which extend into a new academic year (i.e. past June 30), the resident or their delegate will provide a report to their PD on the status of their leave. An update on the leave of absence is required before the PGME office can issue a Letter of Appointment for the new year. Privacy is respected, and confidential medical information will not be required. 	 For residents returning from leave, PGME will connect with program to determine if resident is ready to return from leave. The resident will be asked to provide supporting documentation. If a leave date changes (i.e. baby is born early/later, sick leave is extended), the resident must reach out to the program to resubmit a revised Leave of Absence form.****

*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.