

APPENDIX B: SUMMARY OF LEAVES

	Medical	Pregnancy and Parental	Personal and Compassionate	Emergency, Family, and Bereavement	Educational
Is it paid?	✓	✓	✗	✓	✗
Will I keep my benefits?	✓	✓	✗	✓	✗
Maximum length?	Paid Sick leave is a maximum six months or to the end of your current academic year	Residents of newborn or adopted children have a maximum combined total of 52 weeks (for standard parental leave) or 78 weeks (for extended parental leave) of Pregnancy and Parental Leave Benefits	Six months	Five consecutive paid working days	One year
Documents needed?	Medical Note from residents' Health Care Practitioner	Medical note from health care practitioner indicating estimated due date (or confirmation of birth). To receive THPPA Supplementary Benefit, must complete EI Application and provide UI Stubs	None	None	Confirmation of program registration
Who do I talk to ahead of the leave?*	Program Director Learner Experience	When possible, are expected to give four weeks' notice to Program Director	Program Director	Program Director	Program Director
Can I access the Learner Experience Office while on this leave	✓	✓	✓	✓	✓

*Your program must send a [leave of absence form](#) along with supporting documentation, to the PGME office documenting your approved leave. If your program isn't sure about what paperwork must be completed, ask them to contact PGME.

Leaves of Absence from Programs

Medical Leave

Residents may request medical leave for physical or mental health concerns, or an injury that prevents them from being able to carry out their duties at work. The PGME office will need to know if the injury/illness occurred while at work; all other information related to the medical leave request, including but not limited to diagnosis or nature of the illness/injury, does not need to be disclosed to the PGME office.

The PGME office does not normally need to be informed about medical leaves that are less than seven (7) consecutive days in duration. However, if a resident takes a leave, returns, and experiences a recurrence of the same illness that requires a leave, the program must retroactively submit a leave of absence dating back to the original occurrence.

For medical leaves greater than three (3) months, the PGME office requires a written medical letter from the resident's physician, indicating that they are fit to resume training. At all times, the resident's privacy must be respected, and information should not disclose the reason for the medical leave.

To maintain a residency appointment with the University, the resident must provide a report to the Associate Dean PGME on the resident's status every three months for the first year of the leave. After that time, yearly updates are required. In addition, the resident must verify and accept the Letter of Appointment issued to them to maintain their residency training appointment.

All residents will receive full salary continuance and benefits for a continuous period of up to six (6) months or until the end of the appointment year, whichever comes first. The appointment year is from July 1 to June 30 of each academic year.

Following medical leave, residents may require an accommodated part-time or gradual return to work plan. Programs are required to provide PGME with an accommodation plan for a resident on a gradual return, prior to the resident's return to training, with a grace period of one (1) week following the resident's return date. A resident on a gradual return to work can be granted full training credit if their accommodation plan is four (4) weeks or less, provided the PD and the RPC determines that the resident can continue to meet the program/rotation objectives.

Some residents may choose to apply to enroll in a part-time residency program. Residents seeking to enroll in a part-time training program should speak to their program director. Residents whose training end date has been extended due to a leave of absence or a gradual return to training may be eligible for a waiver of training in their final year of residency. Refer to the Waiver of Training Policy.

Bereavement Leave

Residents may request a leave due to a death in their immediate family or a person with whom the resident had a close relationship. A leave may also be requested due to family illness, injury, medical emergency, or other urgent family matters to which the resident must attend. Five (5) working days may be granted by the PD for this paid leave.

If a resident has exhausted the five (5) days of bereavement leave, the resident can request an extension of the leave under compassionate grounds. Flexibility is available on a case-by-case basis. This will need to be approved by the program and Associate Dean, PGME (if being paid). The resident and PD will complete a leave of absence form and submit it to the PGME office.

Personal or Compassionate Leave (leave without pay)

Residents may decide to take unpaid leave because of a personal situation or career uncertainty. Time for personal leave should be negotiated with the resident and the PD and should, under normal circumstances, be limited to six (6) months or less.

During unpaid leave, employer-paid premiums for health insurance and benefits become the resident's responsibility. Residents may apply for Employment Insurance (EI) benefits if they are away from work temporarily to provide care or support for an ill family member. See the Service Canada website for eligibility and information.

Educational Leave (without pay)

Residents may request an unpaid educational leave (e.g., graduate studies) if not considered a component of the training program. Prior to the leave start date, the request for unpaid educational leave must be approved by the program director and the Residency Program Committee, and the Associate Dean PGME.

Extensions beyond the original agreed-upon duration of the educational leave must be approved by the PD, RPC, and the Associate Dean, PGME. The PD and RPC must ensure there are no anticipated negative effects on return to training at the appropriate level and timely completion of the training program, prior to the approval of an educational leave and/or extension.

Pregnancy and Parental Leave

The total amount of time off for pregnancy and parental leave is established in the Employment Standards Act (see chart on next page for further details). In accordance with the PARO-OCATH Collective Agreement, residents must give four (4) weeks minimum written notice of their intended timing of their pregnancy and/or parental leave to ensure that professional and patient care responsibilities are met. Leave requests should be discussed with the program director and submitted to the PGME office as early as possible so that the administrative work can be completed ahead of the leave start date.

Pregnancy leave, which applies only to a birth or surrogate mother, is 17 weeks so a resident can apply for pregnancy leave up to 17 weeks prior to the due date. If you are not the birth or surrogate mother, you cannot apply for EI until the week the baby is born (i.e., your leave cannot start until the delivery date). In the most recent PARO-OCATH Collective Agreement, if a treating physician recommends a resident to be off-call during the pregnancy, and that is supported by appropriate medical documentation, then the workload shall be reduced to the extent prescribed by the attending physician (including elimination of on call duty if necessary). In no event will a resident be scheduled or required to participate in on call duty after twenty-seven (27) weeks gestation unless otherwise agreed to by the resident. The resident must disclose the call restrictions as soon as possible to their home program as well as their rotation supervisor.

Additional information for pregnancy and parental leave:

- [PARO Pregnancy and Parental Guide](#)
- <https://www.canada.ca/en/services/benefits/ei/ei-%20maternity-parental.html>