

NEPHROLOGY TRAINEE VACATION/TIME AWAY POLICY

Revised: June 9, 2026

Reviewed and approved by RPC Committee: June 15, 2026

Next Scheduled Review Date: September 2026

TIME OFF REQUESTS

All requests for vacation or away from call must be entered using the Department of Medicine vacation system: <https://domws.lhsc.on.ca/DOMNET/DOMLogin.aspx>

- Requests must be submitted no later than 4 weeks prior to date of leave.
- 1-week vacation per block allowed (if you need 2 weeks you may take last week/first week of blocks) on a first come basis.
- Vacation requests longer than a 2-week period need to be given approval by the Program Director. Eligibility is determined on a case-by-case basis; ensuring call coverage, service provision, and patient care are not jeopardized.

PLEASE NOTE: Your vacation time is to be taken during each academic year/contract period. Any unused vacation time will not be paid out at the end of the academic year/contract period.

VACATION COVERAGE

A trainee is required to cover the inpatient Vic and UH consult service at all times. Based on previous trainee feedback, we do not recommend taking vacations on this service to avoid other trainees being pulled from outpatient rotations.

In the event that coverage is required, the following will be put into place:

1. VIC Consults/Hemodialysis will be covered by each other.
2. UH Consults will be covered by the UH Clinic resident.
3. UH Transplant will be covered by the UH Clinic resident OR Transplant Fellow.

NEPHROLOGY WARD AT VICTORIA HOSPITAL

- On occasion there may be a need for the Victoria Hospital nephrology ward to be covered when an Internal Medicine resident is not available. This will fall to the person on hemodialysis. If this were to happen, notice is given well in advance with specific dates, unless an emergency situation has arisen.
- In the event that the internal medicine resident, doing a nephrology rotation, is unable to work their scheduled call shift for the nephrology/hematology call schedule at Victoria Hospital, and coverage can not be found within the rotation, the

nephrology portion of the call will fall to the nephrology trainee who is scheduled for evening call. Hematology will cover their service.

HOLIDAY COVERAGE

- **Long Weekend Schedule** – each trainee is allocated long weekend call during the academic year. This schedule is completed by the Chief Residents.
- **Holiday Schedule** – each trainee is given the option to choose to be away either week #1 or week #2 during the Christmas/New Year’s schedule. It is on a first-come basis, and choices are to be emailed to the Chief Residents who will then complete the Holiday call schedule based on this information.
- **Holiday Schedule and Vacation Days**- on occasion, a resident may need to ask for additional vacation time to be attached to their scheduled holiday period. The Program Director and Associate Program Director will review these requests and determine their eligibility on a case-by-case basis; ensuring call coverage, service provision, and patient care are not jeopardized.

EMERGENCY CALL COVERAGE

1. The Program Director and Program Administrator will put a call out for volunteers if emergency call coverage is needed. The deadline for volunteers will be 12:00.
 2. If there are no volunteers by 12:00, it will be necessary to assign emergency call coverage.
Names will be put in a random generator and the name that is selected will have to do call. Once a name is selected, it will no longer be included for future situations during the current academic year (there will be a tracker for both weekday coverage and weekend coverage).
- If a trainee covers extra call (voluntary or required), then one lieu day per day of coverage will be awarded.

CALL SCHEDULE CHANGES

Every attempt will be made to have the monthly call schedule out via email by the 2nd week of the prior block. Any changes after the final schedule has been completed will become the responsibility of the trainee to find a suitable replacement and the Program Administrator notified.

- If changes affect your IMR teaching, Interhospital Grand Rounds presenting, please switch with a colleague.

POCUS/PAEDS/GN/PLEX/Home Dialysis/Research Electives

- If you are doing these electives at VIC/UH you will still be considered for call on the monthly call schedule.

CONFERENCES

- Opportunity to attend ASN (Nov) is given to residents in their PGY 5 year. Exceptions will be given to a PGY 4 only if they are presenting. Program Director approval is required to attend.
- PGY 4's may attend CSN (May). Program Director approval is required to attend.
- Other conferences are approved on a first come basis. Program Director approval is required to attend.