Vacation and Other Leave
Counselling Services
Western University and Schulich School of Medicine & Dentistry Policies

VACATION AND OTHER LEAVE

Residents’ entitlement to vacation and other leave is governed by the current PARO/CAHO contract and the Program’s procedures and guidelines for requesting and taking leave.

Leave Entitlement
Residents are entitled to:
  • 4 weeks paid vacation leave during each year
  • 7 additional days of paid leave for educational/conference purposes
  • leave for the purposes of taking Canadian or American professional certification examinations
  • leave on 10 recognized statutory holidays
  • 1 additional “floating” holiday each year

There is no provision for banking leave under this contract, or according to either the Schulich School of Medicine & Dentistry Postgraduate Medical Education Office, or this Department. In other words, if there are unused days on June 30 of a given year, these may not be carried forward to the next year.

Requesting
For any leave request, please see the Request for Leave Guidelines, and submit an approved Request for Leave Form.

Medical Leave
The Education Coordinator (Cheryl Campbell) will keep a record of days taken off for medical reasons; a notation of this will be kept in your One45 files. Please note that any resident who takes off more than 3 days in a calendar month is required to provide a doctor’s note.

Religious Holidays
Any resident who wishes to take off a religious holiday that is not one of the recognized statutory holidays will be required to take these as vacation days. Leave for such days must be documented on a Request for Leave Form and given to the Education Coordinator no less than 4 weeks prior to the time off.

All days away from the Program will be documented in summary form on the evaluation forms.
COUNSELLING SERVICES

Informal Counselling
Residents experiencing difficulties of any type are encouraged to approach the Program Directors, Dr. A. Haig (Anatomical Pathology) and Dr. R. Hammond (Neuropathology), for informal counselling. Alternatively, Anatomical Pathology PGY2 and PGY3 residents, each have a designated Pathologist mentor they may turn to.

Office for Faculty and Student Support Services
Sometimes, the resident may find it preferable to speak to someone outside of the department. The Schulich School of Medicine & Dentistry’s Learner Equity & Wellness Office (519-661-4234) focuses on the physical, psychological and professional safety of learners.

Postgraduate Medical Education Office
The Postgraduate Medical Education Office can also be contacted to provide assistance to residents and fellows. 519-661-2019 or Postgraduate.Medicine@schulich.uwo.ca

PARO 24 Hour Helpline
The PARO 24 Hour Helpline is available for any resident, partner or medical student needing help. It is separately administered by the Distress Centre of Toronto and is totally confidential. Tel. 1-866-435-7362 (1-866-HELP-DOC)

UNIVERSITY AND MEDICAL SCHOOL POLICIES
Please familiarize yourself with the following policies:

The University of Western Ontario Code of Student Conduct
Schulich School of Medicine & Dentistry Code of Conduct
Postgraduate Medical Education Policies

Included on the PME Policies page linked above are the following policies:

• Resident Evaluation and Appeals
• Leaves of Absence and Training Waivers
• Resident Supervision / Health & Safety
• Transfers
• Conduct / Ethics / Professionalism
• Rotation Related Policies

Reviewed & Updated by AP Residency Program Committee –
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