

## Department of Pathology and Laboratory Medicine

### POLICY - REQUESTS FOR LEAVE & SICK DAY POLICY

#### REQUESTS FOR LEAVE:

To ensure that all leave requests are handled fairly and equitably, residents who wish to take leave (vacation, conference, education etc), are to follow the leave request policy, as described below.

- Residents must complete a [Request for Leave form](#) **at least four weeks before the requested leave**.
- This form must be signed by the resident, and approved and signed by the Chief Resident and the Program Director (or designate).
- **The original, signed, request for leave form must go to the Program Administrator in the Department of Pathology and Laboratory Medicine administrative offices at Western University. A copy must be sent to the Pathology Scheduler, who creates the duty roster for pathologists and residents.**
- Residents must ensure that the Pathology Scheduler receives the copy of the form prior to the completion of the scheduling for that week.

#### Note the following:

- **It is the responsibility of the resident requesting leave to ensure that all copies are sent to relevant parties mentioned above.**
- Residents may not take scheduled leave that is not reflected on the departmental duty schedule.
- Any request for leave that is not accompanied by a completed form will not be scheduled by the Pathology Scheduler.
- The number of days taken must conform to PARO Guidelines.
- Any special requests or reasons for deviation from this policy must be discussed with the Program Director.
- Approval of leave dependent on sufficient clinical coverage.

#### SICK DAY POLICY

When taking a sick day - the procedure is:

- Call the main office and let Sue/Jenny know
- Email staff pathologist that you are signing out with and let them know where to find cases
- Copy chief resident on the email so they are aware
- Email Cheryl so she can log it ([ccampbel@uwo.ca](mailto:ccampbel@uwo.ca))
- If the resident is covering autopsy, hospital cases will be covered using the rotating list of residents.
- If the resident is covering VH or UH frozen section the chief resident will arrange coverage (if required)