

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.
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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-OTH Guidelines.
- Any special requests or reasons for deviation from this policy must be discussed with the Program Director.
- Approval of leave is dependent on sufficient clinical coverage which will be determined at the time of request by the chief resident (or designate).

SICK DAY POLICY

When taking a sick day - the procedure is:

- Call the main office and let them 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 Campbell so she can log it (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 for UH but not for VH.

SICK DAYS DURING / BEFORE CALL

If the resident taking the sick day is on call and/or expects to be unavailable for their scheduled call in the ensuing days:

- The resident will notify all on-call pathologists that there will be no resident on-call coverage that day and the following day (if applicable).
- The resident will notify the program director and chief resident of the expected duration of the absence.
- The chief resident and program director will arrange backup coverage of call by other resident(s), with mandatory backup call days starting two days after the absence is reported (e.g., for an absence reported on Thursday, backup call coverage begins Saturday). Residents who take weekend/holiday call days to cover for another resident's sick day(s) will be compensated with the call stipend and one lieu day per weekend or per holiday call day worked. The lieu day must be taken within 90 days of the weekend/holiday call day worked. Residents who take weekday call days to cover for another resident will receive the call stipend, but will not receive a lieu day. Residents covering unexpected absences will not be required to take call in excess of the call maximums specified in the PARO-OTH agreement.

Resources

https://www.schulich.uwo.ca/medicine/postgraduate/academic_resources/policies.html
https://www.schulich.uwo.ca/medicine/postgraduate/future_learners/docs/Policies%20for%20Website/Leaves%20of%20Absence%20Policy.pdf

*Reviewed & Updated by AP Residency Program Committee –
May 31, 2017
May 28, 2018
May 2020
May 2022*