

Division of Urology
Vacation Protocol
(Applies to On-Service Urology Residents)

1. The resident must submit to the Urology Program Administrator (PA), via email, the vacation/academic leave request - *at minimum* - 4 weeks prior to proposed start date of the leave.
2. The PA will forward the request via email to the chief resident for review. The chief resident will review the request and determine whether this request can be accommodated, given the number of residents on rotation at that particular site at that time, and respond back to the PA within one week of receipt of request.
3. If the request is denied by the chief resident, then alternate dates will be proposed to the requesting resident for review and the Program Director (PD) will be notified.
4. Once steps 1-3 have been completed and approval acquired, the PA will document the time away and notify the requesting resident that the time has been approved.

Requests are approved resident on a first-come basis. Please allow two weeks for the process and approval notification.

Verbal vacation, education/conference requests will not be granted. All requests must be submitted as above.

Vacation: Residents are entitled to 4 (four) weeks paid vacation per year (a week consists of 7 days which includes 5 working days and 2 weekend days) of paid vacation per year. Book-ending weekends will not be approved. If a resident is scheduled to work on a recognized holiday, he/she shall be entitled to a paid day off in lieu of the holiday to be taken at a time mutually convenient within ninety (90) days of the holiday worked.

Professional Leave: In addition to vacation entitlement, residents shall be granted additional paid leave for educational purposes - such educational leave, up to a maximum of seven (7) working days per year. Such leave may be taken by housestaff at any time, provided only that professional and patient responsibilities are met to the satisfaction of the hospital department head and pre-approved per the same process as vacation requests.

Exam Time: Each resident shall be entitled to paid leave for the purpose of taking any Canadian or American professional certification examination; for example, Royal College examinations, LMCC, etc. This leave shall include the exam date(s) and reasonable travelling time to and from the site of the examination. This leave shall be in addition to other vacation or leave.

RC Exams for Chiefs: Each Chief resident will be granted two extra weeks of study time – one week prior to each exam. This is non-transferable (ie. cannot be used as vacation time or re-allocated).