

Division of Urology Vacation Protocol

(Applies to On-Service Urology Residents)

Vacation/Academic Leave Request Submission:

- Residents must submit their vacation or academic leave request to the Urology Program Administrator (PA) via email at least 4 weeks prior to the proposed start date of the leave.
- Vacation requests on off-service rotation must be submitted to off-service coordinator, program administrator and urology chief resident at least 4 weeks in advance.
- Verbal vacation or education/conference requests will not be granted; all requests must be submitted in writing as outlined above.

Review Process:

- Upon receiving the request, the PA will forward it via email to the Chief Resident for review.
- The Chief Resident will assess whether the request can be accommodated, considering the number of residents on rotation at that site during the requested period.
- The Chief Resident must respond to the PA within one week of receiving the request.

Approval/Denial:

- If the request is approved by the Chief Resident, the PA will document the time away and notify the requesting resident that the time has been approved.
- If the request is denied, alternative dates will be proposed to the resident for consideration, and the Program Director (PD) will be notified.

First-Come, First-Served Basis:

- Requests are approved on a first-come, first-served basis. Residents should allow up to two weeks for the approval process to be completed and for notification of the outcome.

Vacation Entitlement:

- Residents are entitled to 4 weeks (28 days) of paid vacation per academic year. Each week of vacation consists of 7 consecutive days, including 5 working days and 2 weekend days.
- Residents are entitled to 5 consecutive days off during the 12-day period encompassing Christmas Day and New Year's Day. These days do not count as vacation. Residents are not provided additional in lieu of holiday time worked over this period.
- Residents should be mindful that taking more than a week off a 4-week rotation (especially one that is offered once during training) may impede their ability to meet the educational objectives of the rotation, as well as limit the program's ability to accurately and meaningfully evaluate their performance.
- If a resident is scheduled to work on a recognized holiday, they are entitled to a paid day off in lieu of the holiday. This lieu day must be taken within ninety (90) days of the holiday worked and at a time mutually agreed upon.
- Carry-over of vacation: Residents may carry over a maximum of 2 weeks of vacation into the next academic year if a previous vacation request was denied and there was no alternative date available.. Residents, however, cannot 'bank' vacation time for future years.

Professional Leave:

- In addition to vacation entitlement, residents are granted up to 7 working days of paid educational leave per year. This leave can be used for attending conferences, courses, or other educational activities.
- Educational leave must be pre-approved following the same process as vacation requests, ensuring that professional and patient responsibilities are met to the satisfaction of the hospital department head.

Exam Leave:

- Residents are entitled to paid leave for the purpose of taking any Canadian or American professional certification examination, such as Royal College examinations, LMCC, etc.
- This leave includes the exam date(s) and reasonable travel time to and from the exam site.
- Exam leave is in addition to other vacation or educational leave entitlements.

RC Exams for Chief Residents:

- Each Chief Resident is granted two additional weeks of study leave—one week prior to each Royal College exam.
- This study leave is non-transferable and cannot be used as vacation time or re-allocated.

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