

## **Requests for Vacation and Other Leaves Department of Obstetrics and Gynecology**

These Guidelines are intended to assist in managing vacation and other leave requests in a large program. They do not replace the PARO-CAHO Collective Agreement and, to the extent of any inconsistency, the PARO-CAHO Collective Agreement prevails.

Please refer to the [PARO-CAHO Collective Agreement](#) for specific entitlements and requirements related to [vacation](#) and [professional leave](#).

All vacation and professional leave requests are to be submitted and approved in writing via email. A resident is to submit their vacation and professional leave requests to the Chief Administrative Resident.

### **Vacation**

The PARO-CAHO Collective Agreement states that vacation requests must be submitted at least 4 weeks prior to the proposed start of the vacation.

Where possible, residents are encouraged to submit vacation requests as early as possible, preferably 4 weeks prior to the start of the Block, to facilitate timely creation and distribution of schedules and to optimize our ability to approve the vacation requests.

For example, if a vacation request for 1 week off is in Block 4, we **recommend** that the resident submit their vacation request prior to the start of Block 3.

**A resident is responsible for informing the Faculty or Rotation Supervisor of the Block in which they will be away. The Chief Administrative Resident must receive approval from the Faculty or Rotation Supervisor prior to confirming approval of a vacation request with the resident.**

Residents are able to submit a vacation request of at least one week in a four-week Block, and approval will be provided by the Chief Administrative Resident. Additional days may be approved, subject to patient care and professional responsibilities being met, but will require the approval of the Program Director.

There is no “minimum number of days on service” requirement. If a request for a specific vacation or other leave would be granted, as patient care and professional responsibilities are met, but there is potential that the educational objectives for an individual resident would not be met, the Program Director will advise the resident what objectives will not be met and cannot be met in an alternative manner. For more information, see PARO’s perspective on *Time on, and Away from Rotations*.

All vacation requests will be confirmed, or alternate times agreed to, within two weeks of the vacation request being submitted. The timing of a vacation may be delayed only where necessary, having regard for the professional and patient responsibilities for the period of the vacation request. Where the hospital department rejects a vacation request, it will do so in writing and include the reasons for rejecting the original vacation request. Final authorization will be granted by the Chief Administrative Resident.

An email must be sent directly to the Chief Administrative Resident for approval (at their discretion) when requesting an additional “travel day” where the “travel day” was not included as part of the original vacation request. Proper coverage is to be confirmed prior to approval.

### **Professional Leave**

Professional Leave and Lieu Day requests can be submitted at any time throughout the year.

### **In Lieu Days**

As per the PARO-CAHO Collective Agreement – please use lieu days within 90 days of them being given.

### **Other Leaves**

**No Call Requests are not guaranteed.** If a No Call Request is imperative, please secure the time off as vacation or professional leave.

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