

Scope

This policy applies to all **Residents** registered with the Postgraduate Medical Education Office. Clinical and Research fellows should contact their department with respect to departmental policies and procedures.

“Leaves” do not include vacation, professional leave or examination leave time. Please refer to the PGME Vacation policy.

General Principles

1. A resident will remain registered with the Postgraduate Medical Education Office, notwithstanding his / her inactivity and is expected to maintain a standard of conduct in keeping with the standards of the residency program, the University and the medical profession at large.
2. A resident will return to a residency program following a leave from the program.
3. Time lost during a leave must be made up. It is anticipated that the required time lost or rotations missed will be made up with equivalent extra time in the residency on the resident's return to the program. Residents will normally be required to complete all mandatory / elective components of the program. In special cases a waiver may be granted. (Refer to Waiver of training)
4. When possible, it is the Resident's professional responsibility to ensure that appropriate people are notified of the leave and that the appropriate arrangements for coverage have been made. It is recognized that this will not always be possible and, in such cases, will not affect the Resident's leave.

Specific Principles

1. All leaves must be approved by the Resident's Program Director.
2. All leaves greater than one week must be reported to the Postgraduate Medical Education Office. There may be special circumstances when the Program will report leaves less than one week, for example, if there has been a pattern of days missed over a period of time.
3. All leaves reported to the PGME Office will be reported to the College of Physicians and Surgeons of Ontario. The PGME Office will report the dates of the leave and the type of leave to CPSO; any additional information will only be provided with the Resident's consent.
 - Medical leaves
4. Extended medical leaves that are greater than 3 months in duration the Resident or his / her delegate will provide a report to their Residency Program Director on the status of their leave.
5. For medical leaves greater than two weeks, the PGME Office requires a written medical letter from the Resident's physician indicating that they are fit to resume training. Some programs may require a doctor's note prior to taking a scheduled medical leave. It is the Resident's responsibility to check with their individual Residency Program Office. The resident's privacy is respected and information should not disclose the reason for the medical leave.

6. While on medical leave, Residents will be maintained and continued until the end of the appointment or for six (6) months, whichever occurs first. Employee benefits enumerated in Article 19.1 and 19.2 under the PAIRO-CAHO collective agreement shall be maintained until the end of the appointment during such medical disability.

Process

1. Resident completes the Request for Leave form (on medportal under Forms and Manuals) prior to the leave.
2. Resident submits to his / her Program Director for approval.
3. Program Director submits to the Postgraduate Medical Education Office for processing.

Types of Leaves

- Medical Leave
- Compassionate / Personal leave (Leave without Pay) – a resident may decide to take a personal leave from the residency program. Normally residents are not paid for a personal leave.
- Pregnancy – Residents who are either the birth mother or surrogate mother
- Parental –New parents. Defined as birth parent, adopting parent or person in a relationship with a parent of a child and plans to treat the child as their own.

For detailed information regarding Employment Insurance and benefits etc., please refer to the Information Sheet on Leaves.

INFORMATION ON LEAVES OF ABSENCE

Postgraduate Medical Education

Medical Leave • Leave Without Pay • Compassionate Leave • Pregnancy/Parental Leave

While this information applies specifically to Residents, many of the same principles and obligations apply to Fellows

GENERAL INFORMATION

It is understood for those residents who maintain a current level of appointment in a residency program that a resident:

- will return to a residency program following a leave of absence; and
- is still registered with the program, notwithstanding his/her inactivity, hence s/he is still expected to maintain a standard of conduct in keeping with the standards of the residency program, the university and the medical profession at large

Failure to meet these two obligations may result in the withdrawal of a resident's appointment in the program.

Leaves do not include professional leave time or vacation. For vacation and professional leave information see the PGME Vacation policy.

Time lost during a leave must be made up. It is anticipated that the required time lost or rotations missed must be made up with equivalent extra time in the residency on the resident's return to the program. Normally all residents will be required to complete all mandatory/elective components of the program.

The Resident's Professional Responsibility
When possible, it is the resident's professional responsibility to ensure that appropriate people are notified of the leave and that the appropriate arrangements for coverage have been made. *It is recognized that this will not always be possible and, in such cases, will not affect the Resident's leave.*

When does the PGME office need to know?
All leaves are reported, by the Postgraduate Medical Education Office to the College of Physicians and Surgeons of Ontario. The Postgraduate Medical Education office normally does not need to be informed about leaves that are less than one week in duration.

MEDICAL LEAVE

The Postgraduate Medical Education Office requires that, before returning from your medical leave, you must provide a written medical letter from your physician, indicating that you are fit to resume training. Normally, a doctor's note is not required for leaves less than two weeks in duration. If there are recurrent leaves, the Program Director/PGME Office may require a doctor's note.

Some programs may require a doctor's note prior to taking a scheduled medical leave; please check with your individual residency program office.

To maintain your residency appointment with the University, the resident or his/her delegate will provide a report to the Postgraduate Dean on the resident's status every three months.

Ministry of Health funded residents, on medical leave, will have their salary maintained and continued until the end of the appointment or for six (6) months; whichever comes first. Residents/Fellows with non-MOH funding should check with their sponsor/department.

The PGME office normally does not need to be informed about leaves that are less than one week in duration.



*Remember you will require a **DOCTOR'S NOTE** to return to work after a Medical Leave*

LEAVE WITHOUT PAY

These include **Personal Leaves** and **Compassionate Leaves**. Residents will be responsible for prepaying benefits for duration of leave. If payment is not received benefit coverage will cease effective start of leave. Please call Human Resources at (905) 393-2700 OR 1-877-667-2700 to arrange. In the case of Compassionate Leaves, trainees may apply for Employment Insurance Benefits that are paid to individuals who have to be away from work temporarily to provide care or support for a family member who are gravely ill. See Service Canada for eligibility at http://www.servicecanada.gc.ca/eng/ei/types/compassionate_care.shtml#Definition.

LEAVE WITH PAY

The resident must complete the leave form. Support from the program director must be communicated to the PGME office.

PREGNANCY/PARENTAL LEAVE

The total amount of time off for a **Pregnancy & Parental Leave** is **52 weeks**. This is comprised of the following:

1. **Pregnancy Leave** ▶ 2 weeks unpaid EI waiting period
▶ 15 weeks paid Leave
2. **Parental Leave** ▶ 35 weeks of

MORE INFORMATION....

See the *PARO Pregnancy & Parental Leave FAQ* at http://www.myparo.ca/Pregnancy_FAQ for frequently asked questions and guidelines on qualifying & applying for benefits.



If you are on vacation when the baby is born

Pregnancy leave will start on the birth date and the vacation will end. The Postgraduate Office must be informed of the change.

What is the difference between Pregnancy & Parental Benefits?

	Duration	Who is Eligible	When does it start
Pregnancy	17 weeks	<i>Birth mother</i> or <i>Surrogate mother</i>	Up to 8 weeks before expected delivery date.
Parental	35 weeks or 37 weeks if pregnancy leave not taken (i.e. adoptive parents, fathers or non-birth mothers)	New parents <i>Note: The Employment Standards Act defines "parent" as birth parent, adopting parent or person in a relationship with a parent of a child and plans to treat the child as their own.</i>	Payable no later than 52 weeks after the child's birth. For adoptive parents, fathers, or non-birth mothers, payable no later than 52 weeks after the child is in your immediate care, custody or control for the first time.
In the case of Pregnancy Leave and Parental Leave, both parents can take their respective leaves at the same time.			

Parental Benefits

Can be claimed by one parent or shared between the two parents but will not exceed a combined maximum of 35 weeks. *Parental leave cannot be taken until the birth of the baby.*



How much will you receive?

Employment Insurance will pay a maximum of 50 weeks at a basic benefit rate of 55% of your average insured earnings up to a maximum payment of \$468 per week.

Top-Up

Hamilton Health Sciences Corporation will top-up salary to 84% of resident's regular weekly earnings for 15 weeks of Pregnancy Leave and for 12 weeks of Parental Leave. To receive your top-up:

1. Log into your Service Canada account (www.servicecanada.gc.ca).
2. Click on "View My Payment Information."
3. "My Payments" will display with dates listed below. Click on each date to view "My Payment Details" which will show the gross amount, federal tax amount, net and benefit entitlement.
4. Send either a screen shot or photo of this page by email to hrrservicecentre@hhsc.ca. Alternatively you can also mail to: Hamilton Health Sciences, Human Resources, Chedoke Site, Southam Building, Room 114, 559 Sanatorium Road, Hamilton, ON L9C 1C4.

Record of Employment

Your record of employment is generated when you have worked your last paid shift as scheduled. It will be submitted electronically to Service Canada once it has been generated. If you have any questions with regard to the record of employment, contact hrrservicecentre@hhsc.ca or 905-393-2700 or 1-877-667-2700.

Apply to Employment Insurance as soon as you stop working

For more information contact 1-800-206-7218.
Website www.servicecanada.gc.ca - Employment Insurance-
Apply for Employment Insurance.

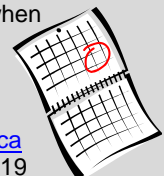
Remember if...

...the delivery date is before the leave date submitted on the leave form

...or you are on vacation when the baby is born

...you must notify
Liz DeGrow

degrowe@mcmaster.ca
or 905-525-9140 x22719



The leave of absence form must first be submitted to the Program Director for approval. The PGME office normally does not need to be informed of leaves that are less than one week in duration.

Trainee Information

Name of Trainee	Training Program	Training Level
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Start Date of Leave	Return Date of Leave*
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Note: If a resident is on leave at the end of one appointment year and the start of another, unused vacation prior to going on leave, and accumulated vacation while on leave, can be carried over to the new appointment year and taken immediately following the end of the leave, i.e. before the return to work.

Categories of Leaves

1. Medical

Doctor's Note: Normally, a doctor's note is not required for leaves less than two weeks in duration. If there are recurrent leaves, the Program Director/PGME Office may require a doctor's note. You will be required to supply a doctor's note indicating that you are fit to resume training after leaves > two weeks.

As a resident, your income protection is provided in two parts. Should you become totally disabled and unable to perform the duties of your regular occupation, your salary will be continued until the earlier of: a) The end of your contract year in most cases, (the contract year runs from July 1 to June 30 of the following year); or, b) 26 weeks
http://www.myparo.ca/During_Residency#Understanding%20LTD

2. Pregnancy & Parental

Pregnancy ➔ **up to 17 weeks** ➔ Birth mother or surrogate mother only

AND/OR

Parental ➔ **up to 35 weeks** ➔ 37 weeks if pregnancy leave not taken (i.e. ➔ All new parents (as defined by adoptive parents, fathers or non-birth mothers Employment Standards act)

Ensure that you read page 4 of this package ("Information on Leaves of Absence) for important Information on applying for Employment Insurance and Top up if applicable

3. Leave with Pay (not for pregnancy or parental)

➔ Special circumstance. PGME approval required.

4. Leaves without Pay (not for pregnancy or parental)

Personal Leave ➔ Remember to arrange prepayment of benefits. hrrservicecentre@hhsc.ca

OR

Compassionate Leave ➔ Remember to arrange prepayment of benefits. hrrservicecentre@hhsc.ca
 See http://www.servicecanada.gc.ca/eng/ei/types/compassionate_care.shtml#Definition for information on Compassionate Care Benefits

OR

Unpaid Leave ➔ Remember to arrange prepayment of benefits. hrrservicecentre@hhsc.ca

Signatures

Trainee Signature	Date	Program Director Signature	Date
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Note: Hamilton Health Sciences parking that has been deactivated due to a leave, must be reinstated by the trainee two business days before required by contacting parking@hhsc.ca.

Submit form to applicable person in the PGME office:

- **Ministry of Health Funded Trainees** Attention Liz DeGrow, degrowe@mcmaster.ca, MDCL-3101a Fax 905-527-2707
- **Non Ministry of Health Funded Trainees** Attention Colleen Willson, willsoc@mcmaster.ca, MDCL-3101a Fax 905-527-2707