

Vacation Entitlement for Residents Postgraduate Medical Education

Scope: This policy is applicable to all Residents.

Definition:

Resident: For purposes of this policy, “Residents” refer to all Residents who are members of the Professional Association of Interns and Residents of Ontario (PAIRO). Clinical Fellows are not members of PAIRO and should check with their Department / Division regarding vacation entitlement.

Policy:

Vacation entitlement is four (4) weeks for all Residents. Once the vacation period is approved it may only be changed through subsequent negotiations with the appropriate individuals. Vacation time must be taken within the academic year, July to June. Vacation days will be prorated according to the Resident’s appointment for the academic year. The exception is vacation entitlement for pregnancy leave and / or parental leave, which are entitled to the full 4 weeks. Other exceptions can be considered on a case by case basis.

The Postgraduate Medical Education (PGME) Committee has drawn up the guidelines relating to vacations in keeping with the terms of the PAIRO-CAHO Agreement. The PGME Office’s role is to ensure that vacation requests are being managed in a fair and consistent manner:

1. Requests for vacation shall be submitted at least four (4) weeks before the proposed commencement of the vacation.
2. Certification examination requests will be given priority.
3. The PAIRO-CAHO agreement states that, “All vacation requests must be confirmed or alternative times agreed to within two weeks of the request being made.” **It is important that timely communication between all parties take place, in order that the Resident receives timely confirmation of the vacation request.** In exceptional circumstances where a vacation request cannot be confirmed within the two week period, the hospital department will communicate to the Resident, in writing, the reason for the delay. Where the hospital department rejects the vacation request, it will do so in writing and include the reasons; alternate times shall be offered by the department and agreed to by the Resident.
4. Vacations may be taken by Residents at any time; the timing of vacation may be delayed only where necessary, having regard to the professional and patient responsibilities of the hospital department for the time the vacation is requested.
5. Residents may arrange for their vacations to be taken in one continuous period or in one or more segments of at least one week in duration, provided professional and patient responsibilities are met. If a Resident is requesting a full rotation block, this request should be made well in advance, before the rotation schedules are drawn up. In essence, one full rotation block of vacation should

be requested prior to the start of the academic year in order to enable the program to accommodate such requests wherever possible. It should be recognized that missing a one full block of a mandatory rotation could impact on the resident's program and should be discussed with the Program Director.

6. In addition to vacation entitlements, Residents shall be granted additional paid leave for educational purposes up to a maximum of seven (7) days per annum. It shall be consecutive if requested and shall not be deducted from regular vacation entitlements. Such leave may be taken at any time provided only that professional and patient responsibilities are met to the satisfaction of the hospital department head.
7. All Residents shall be entitled to the following recognized holidays:
 1. New Year's Day
 2. Family Day
 3. Easter Friday
 4. Victoria Day
 5. Canada Day
 6. August Civic Holiday
 7. Labour Day
 8. Thanksgiving Day
 9. Christmas Day
 10. Boxing Day
 11. Floating Holiday

(Please refer to Medportal for the dates of each holiday)

Christmas/New Years: All Residents are entitled to 5 consecutive days off during Christmas Day and New Year's Day. These 5 days account for Christmas Day, New Year's Day, Boxing Day and two weekend days. Each resident must get either Christmas or New Year's Day off.

8. Vacation entitlements do not carry over from one year to the next. Save for exceptional circumstances such as pregnancy/parental leave.

Note: Residents should be aware that time away from a rotation may impact on a Supervisor's ability to fully evaluate the Resident and could lead to an Incomplete evaluation. Reference: PGME Policy and Procedures for the Evaluation of Postgraduate Students' Performance, where it states: "As a guideline, a designation of "Incomplete" may be appropriate where the Student has not spent at least 50% of the required time on the rotation."

<http://www.fhs.mcmaster.ca/postgrad/documents/EvaluationpolicyMAY292009FINAL.pdf>

Please refer to the PAIRO website <http://www.pairo.org/> for details from the PAIRO-CAHO Agreement.