



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 Residents of Ontario (PARO). Clinical Fellows are not members of PARO 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.

The Postgraduate Medical Education (PGME) Committee has drawn up the guidelines relating to vacations in keeping with the terms of the PARO-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. A week of vacation is defined as five (5) working days plus two (2) weekend days
2. Certification examination requests will be given priority.
3. The PARO-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 (1) continuous period or in one or more segments of at least one (1) week in duration, or in segments of less than one week, provided professional and patient responsibilities are met.

Resident cannot be post call on the first day of vacation.

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. Professional Leave: 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 the professional and patient responsibilities are met. (Note: weekends are not considered "working days" for this purpose)

7. All Residents shall be entitled to the following recognized holidays:

- New Year's Day
- Family Day
- Easter Friday
- Victoria Day
- Canada Day
- August Civic Holiday
- Labour Day
- Thanksgiving Day
- Christmas Day
- Boxing Day
- One Floating Holiday* *A floating holiday is a paid holiday taken at a time chosen by the resident. A program CANNOT tell a resident when to take their floating holiday.*

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

Christmas/New Year's: 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. Residents do not get additional lieu days for working on either of the statutory holidays during this period. PARO does not set the dates for when the holiday period is. The Holiday Block dates (Christmas and New Year Period) are set by the program/service/ PGME office.

8. Lieu days: Where a resident works any part of one of the recognized statutory holidays, they are entitled to a lieu day to be taken at a time mutually convenient within 90 days of the holiday worked. This includes residents working home call for any portion of the 24 hours of the date of the holiday.

No lieu days for Christmas Day, New Year's Day & Boxing Day (this is included in the 5 days off over the holiday period).

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 on Assessments of Learners (PGEC 2019) where it states on page 27: As a guideline, a designation of "Incomplete" may be appropriate where the Learner has been absent greater than 25% of the required time on the training experience. In such cases, the Clinical Supervisor, in consultation with the Program Director/Delegate will determine whether the clinical experience of the postgraduate trainee was sufficient for meaningful evaluation.

<https://pgme.mcmaster.ca/app/uploads/2019/07/Assessment-Policy-June-2019.pdf>

Please refer to the PARO website

<http://www.myparo.ca/top-contract-questions/#vacation-otherleave>