

Vacation Entitlement for Postgraduate Students

McMASTER POLICY

At present, vacation entitlement is four (4) weeks for all Residents. Each period of vacation will require a completed form. Once the vacation period is approved it may be only changed through subsequent negotiations with the appropriate individuals. Vacation time must be taken within the academic year July to June.

The Postgraduate Medical Education Committee has drawn up guidelines relating to vacations in keeping with the terms of the PAIRO-CAHO Agreements:

1. Requests for vacation shall be submitted to the Program Director at least four (4) weeks before the proposed commencement of the vacation and not later than March 1. As an exception, each resident taking a certification examination in June shall have until April 15th to make a written request for one week of his/her vacation entitlement.
2. The Resident is to complete the attached form (one for each vacation period). The form should first be submitted to the Person Responsible for the On-Call (PROC) schedule, then to the clinical supervisor for approval and finally to the Program Director. A listing of the PROC's for each rotation is available on the Postgraduate Medical Education website:
<http://www.fhs.mcmaster.ca/postgrad/> (An email request will be considered acceptable in lieu of a completed form).
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." This being recognized, it may not always be possible to confirm the request within two weeks. In these instances the expectation would be that the Resident receives communication regarding the request within the two week period. For example, the Resident would receive an email stating that the request had been received and are then provided with a time when s/he can expect the approval. It is important that timely communication between all parties take place, in order that the Resident receives timely confirmation of the vacation request.
4. Vacations may be taken by housestaff 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. Housestaff 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 trainee is requesting a one month block, this request should be made well in advance, before the rotation schedules are drawn up. In essence, one-month vacation blocks 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 month mandatory rotation could impact on the resident's program and should be discussed with the Program Director.
6. Conference leave is in addition to vacation allotment but subject to the same mechanism of approval.

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

- | | |
|---------------------|-------------------|
| 1. Canada Day | 7. New Year's Day |
| 2. Civic Holiday | 8. Heritage Day |
| 3. Labour Day | 9. Good Friday |
| 4. Thanksgiving Day | 10. Easter Monday |
| 5. Christmas Day | 11. Victoria Day |
| 6. Boxing Day | |

(Please refer to PGME website for the dates of each holiday:

<http://www.fhs.mcmaster.ca/postgrad> - Current Students/Key Dates

8. Vacation entitlements do not carry over from one year to the next.

From PAIRO/CAHO Agreement

Vacation

1. Interns and Residents shall be entitled to four weeks paid vacation during each year.
2. Vacations may be taken by housestaff at any time, but, subject to #4, 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.
3. Housestaff may arrange for their vacation 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.
4. Requests for vacation shall be submitted in writing to the department head at least four (4) weeks before the proposed commencement of the vacation and not later than March 1. As an exception to the above, each resident taking a certification examination in June shall have until April 15th to make a written request for one week of his/her vacation entitlement. All vacation requests must be confirmed or alternative times agreed to within two weeks of the request being made.

Professional Leave

1. In addition to vacation entitlement, interns and residents shall be granted additional paid leave to attend educational events such as medical conferences which are approved by the appropriate program director or department head. Such conference leave, up to a maximum of seven (7) working days per annum, shall be consecutive if requested by the interne or resident, and shall not be deducted from regular vacation entitlement. Such leave may be taken by housestaff at any time, provided only that professional and patient responsibilities are met to the satisfaction of the hospital department head.
2. Each interne and resident shall be entitled to paid leave for the purpose of taking any Canadian or American professional certification examination: for example, Royal College examinations, LMCC, ECFMG, CFPC. This leave shall be in addition to other vacation or leave.

Statutory Holidays

1. All housestaff shall be entitled to the following recognized holidays:

- | | |
|-------------------------|--------------------------|
| 1. New Year's Day | 7. Labour Day |
| 2. Family Day | 8. Thanksgiving Day |
| 3. Easter Friday | 9. Christmas Day |
| 4. Victoria Day | 10. Boxing Day |
| 5. Canada Day | 11. One floating holiday |
| 6. August Civic Holiday | |

2. All housestaff shall be entitled to at least five consecutive days off during a twelve day period that encompasses Christmas, New Year's Day and two full weekends. These five days off are to account for the three statutory holidays, Christmas, Boxing Day, New Year's Day and two weekend days.

3. If an intern or resident is scheduled to work on a recognized holiday, he/she shall be entitled to a paid day off in lieu of the holiday to be taken at a time mutually convenient within ninety (90) days of the holiday worked.

Request for Time-Off

(This form is available on the PGME Website: <http://www.fhs.mcmaster.ca/postgrad/>, under FORMS and MANUALS)

Vacation(V) / Professional Leave(PL) / EXAM(E)

USE ONE FORM FOR EACH ROTATION

NAME: _____ PAGER: _____
 PROGRAM: _____ # VACATION DAYS
 REMAINING _____

DATE OF REQUEST: _____
 ROTATION: _____
 HOSPITAL LOCATION: _____

RESIDENT'S EMAIL: _____ (please print clearly)

CLINICAL SUPERVISOR'S EMAIL: _____ (please print clearly)

PROGRAM DIRECTOR OR ASSISTANT'S EMAIL: _____
 (please print clearly)

RESIDENT'S SIGNATURE: _____

DATE FROM	DATE TO	NUMBER WORKING DAYS	TYPE OF LEAVE V/PL/E

INSTRUCTIONS: IMPORTANT – PLEASE REFER TO BACK PAGE

APPROVAL by: PERSON RESPONSIBLE FOR ON-CALL SCHEDULE

Name: _____ Date: _____
 (please print)

 (signature)

APPROVAL by: CLINICAL SUPERVISOR

Name: _____ Date: _____
 (please print)

 (signature)

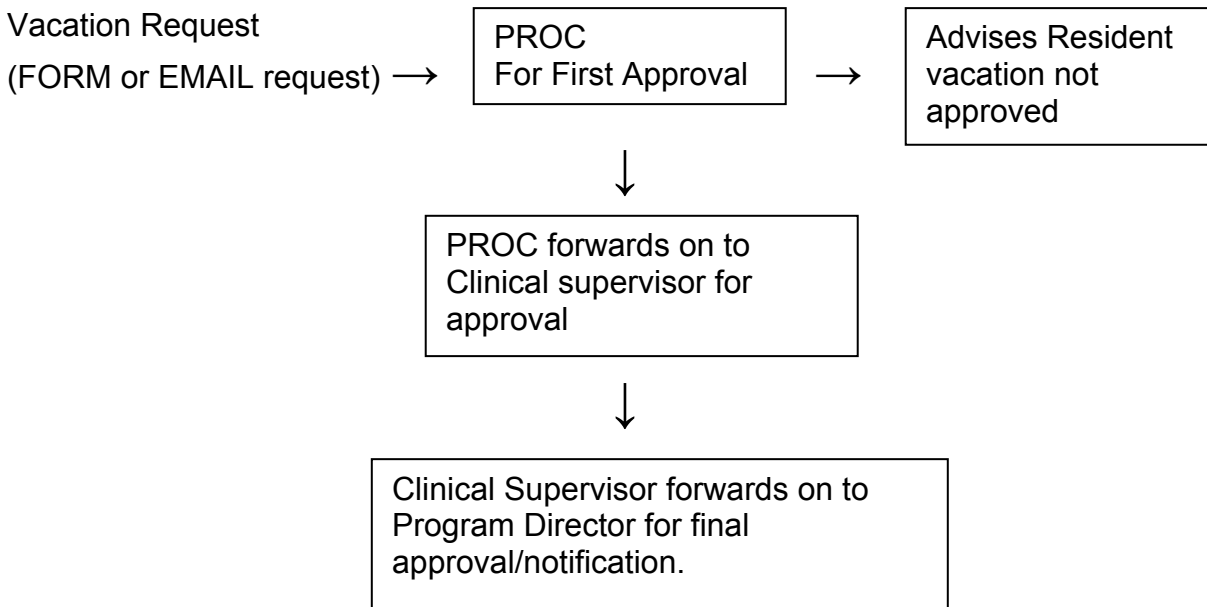
APPROVAL by: PROGRAM DIRECTOR

Name: _____ Date: _____
 (please print)

 (signature)

Instructions

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.” This being recognized, it may not always be possible to confirm the request within two weeks. In these instances the expectation would be that the Resident receives communication regarding the request within the two week period. For example, the Resident would receive an email stating that the request had been received and are then provided with a time when s/he can expect the approval. It is important that timely communication between all parties take place, in order that the Resident receives timely confirmation of the vacation request.



LIST OF PERSON RESPONSIBLE FOR ON-CALL FOR EACH ROTATION IS AVAILABLE ON THE POSTGRADUATE WEBSITE: <http://65.39.131.180/ContentPage.aspx?name=Postraduate%20MD%20Education>

One Month Requests

If a trainee is requesting a one month block, this request should be made well in advance, before the rotation schedules are drawn up. In essence, one-month vacation blocks 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 month mandatory rotation could impact on the resident's program and should be discussed with the Program Director.