

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 receive full pay for six months and after six months are eligible to apply for Long Term Disability. Residents/Fellows with non-MOH funding should check with their sponsor/department.



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

LEAVE WITHOUT PAY

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.

COMPASSIONATE/PERSONAL

The resident must complete the leave form and attach a letter of support from the Program Director. This is an unpaid leave.

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 **PAIRO Pregnancy & Parental Leave FAQ** at www.pairo.org/Content/Files/ParentalLeave.pdf for frequently asked questions and guidelines on qualifying and 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 or 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.

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

For 25 weeks in the case of Pregnancy Leave or 10 weeks in the case of Parental Leave, the Hamilton Health Sciences Corporation will top-up salary to 75% of Resident's earnings based on what you receive from Employment Insurance. To receive your top-up you must submit your EI stubs to Frieda Gies, Payroll, Standard Life Building, 120 King Street West, Suite 200, Hamilton, ON L8P 4V2 or by fax at 905 393-2726.

Record of Employment

On your last day worked contact Frieda.Gies@telus.com at 905 393-2700 or 1-877-667-2700. Your Record of Employment can either be mailed to your home or you can make arrangements to pick up.

Apply to Employment Insurance as soon as you stop working

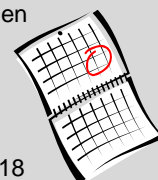
For more information contact 1 800 206 7218.
Website www.hrdc-drhc.gc.ca -Employment Insurance-
Apply for Employment Insurance.

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

Jan Losier
losier@mcmaster.ca
or 905-525-9140 x22718



Request for Leave of Absence

Postgraduate Medical Education

In order to request a leave of absence from the program, the trainee should complete this form and submit it to his/her Program Director for approval.

Name of Resident/Fellow _____

Current Training Level _____

Training Program _____

Start Date of Leave _____

Return Date from Leave _____



Ensure that you read the preceding pages **“Information on Leaves of Absence”** for important information regarding your leave.

Category of Leave	
<input type="checkbox"/>	Medical ⇨ You will require a Doctor's Note to return to work.
<input type="checkbox"/>	Leave Without Pay ⇨ Remember to arrange prepayment of benefits.
<input type="checkbox"/>	Compassionate/Personal <i>This is an unpaid leave</i> ⇨ Remember to attach a letter of support from the Program Director.
<input type="checkbox"/>	Pregnancy ⇨ up to 17 weeks ⇨ Birth mother or surrogate mother only
AND/OR <input type="checkbox"/>	Parental ⇨ up to 35 weeks 37 weeks if pregnancy leave not taken (i.e. adoptive parents, fathers or non-birth mothers) ⇨ All new parents (as defined by Employment Standards act)

Trainee Signature

Date

Program Director Signature

Date

Submit form to: Postgraduate Medical Education Office, Attention Jan Losier,
 losier@mcmaster.ca, MDCL-3101a Fax: 905-527-2707

For Office Use Only

 Entered in McPost

 Added to monthly lists

 LOA if required