

# Vacation Entitlement for Postgraduate Students

## McMaster Policy

At present, vacation entitlement is four (4) weeks for all Residents. 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 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 submit a request on medportal.
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 is 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. New Year's Day
  2. Family Day
  3. Victoria Day
  4. Canada Day
  5. August Civic Holiday
  6. Labour Day
  7. Thanksgiving Day
  8. Christmas Day
  9. Boxing Day
  10. New Year's Day
  11. Floating Holiday(Please refer to Medportal for the dates of each holiday)
8. Vacation entitlements do not carry over from one year to the next.

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