

## Guidelines for Vacation / Educational Leave

All requests must be submitted on a **Vacation/Leave request form** to the EM Chief resident at least 30 days prior to the block in which the leave is requested.

Forms can be emailed to: [queenserchief@gmail.com](mailto:queenserchief@gmail.com)

When submitting the form via email, please include in the subject line the **name of the chief resident** and **BLOCK number**. Failure to do so, your leave will not be considered.

2017-2018 Academic Year			
Block	Dates	Request Deadline @ 12:00	Chief Resident
1	Jul 1 – 31, 2017	Jun 1, 2017	Dr. Emily House
2	Aug 1 – 28	Jul 11	Dr. Emily House
3	Aug 29 – Sep 25	Aug 8	Dr. Emily House
4	Sep 26 – Oct 23	Sep 5	Dr. Zachary Warren
5	Oct 24 – Nov 20	Oct 3	Dr. Zachary Warren
6	Nov 21 – Dec 18	Oct 31	Dr. Zachary Warren
7	Dec 19, 2017- Jan 15, 2018	Nov 1	Dr. Graeme Ross
8	Jan 16 – Feb 12	Dec 19	Dr. Graeme Ross
9	Feb 13 – Mar 12	Jan 16	Dr. Graeme Ross
10	Mar 13 – Apr 9	Feb 13	Dr. Mackenzie Howatt
11	Apr 10 – May 7	Mar 13	Dr. Mackenzie Howatt
12	May 8 – Jun 4	Apr 10	Dr. Mackenzie Howatt
13	Jun 5 - 30	May 8	Dr. Mackenzie Howatt

Forms are available on the website: <http://emergencymed.queensu.ca>  
(under “Education, Postgraduate, FRCPC Program”)

**Email and verbal requests will not be considered.**

Type of leave requested (Vacation or Education) must be indicated.  
Generally, only one week of vacation should be taken during a one block of rotation.

If your requested dates fall between two blocks, you must submit two separate request forms.

We do our best to accommodate all requests that we receive by the specified deadline. In cases where requests conflict, priority for time off will be given to residents taking educational leave, followed by vacation requests.

Department of Emergency Medicine  
Queen's University  
Vacation / Leave Request

(Use one form for each Schedule Block)

**In order to be considered, vacation/leave requests MUST be submitted on this form.** Email or verbal requests will not be considered. Requests are approved on a first-come first-served basis, with educational leave taking highest priority. **Email request to: [queenserchief@gmail.com](mailto:queenserchief@gmail.com)**

If your requested dates fall between two blocks, you must complete and submit two separate forms.

Date Submitted:	
Name:	PGY: (Circle One)    1    2    3    4    5
Primary Program:	
Email Address:	

**REASON FOR ABSENCE:**

Block: (Circle One)    1    2    3    4    5    6    7    8    9    10    11    12    13
(Check Appropriate Box) Vacation <input type="checkbox"/> Education Leave (Specify): <input type="checkbox"/> _____
Dates Requested: _____ _____ _____

\_\_\_\_\_ Date: \_\_\_\_\_  
Chief Resident

Note: According to PAIRO Guidelines all residents are entitled to 4 weeks' vacation per year, which can be taken consecutively or in 1 week blocks. If you are only doing a 1 month rotation with Emergency Medicine we would encourage a maximum vacation time of 1 week during the rotation as more time off will take away from the educational value of the rotation for you and make evaluation difficult.

## **Vacation / Education Approvals:**

For urgent time off requests, you will be notified as soon as possible if your requests have been approved.

Vacation and Education requests: You will be notified by the chief resident if your requests have been approved or denied. The time frame for when you will receive your response may take up to two weeks from the time you submit your request.

## **Schedule Posting:**

The resident schedule is posted onto the website approximately two weeks prior to the start of the block: <http://emergencymed.queensu.ca> under (Shift Schedules), Resident Schedule. You must log in using your Med Tech log in and password.

If you are having trouble logging in and viewing the schedule, please contact the Administrator, Susan Holland at [hollans1@kgh.kari.net](mailto:hollans1@kgh.kari.net)

## **Schedule Changes:**

Email the chief resident assigned to the block with your shift request and copy the colleague who you are switching shifts with. Changes cannot be made to the schedule until the chief resident “approves” the request.

It is the responsibility of the resident to make the change on the master schedule located on the bulletin board outside of the administrative offices on Victory 3. You must also notify the unit clerk at both KGH and HDH Emergency Departments of the changes.

## **Illness Policy:**

If you cannot attend a shift due to illness, it is your responsibility to try and find a replacement for the shift. If you cannot find a replacement, contact the Chief Resident that is on-call immediately and he/she will work with you to help find a replacement before the commencement of your shift. If the Chief Resident is unavailable, then contact the Attending Physician in the Emergency Department for that shift.