**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

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.

<table>
<thead>
<tr>
<th>Blocks</th>
<th>Dates</th>
<th>Request Deadline</th>
<th>Posting Date</th>
<th>Chief Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Jul 1 – 30, 2018</td>
<td>June 1, 2018</td>
<td>June 18*</td>
<td>Weersink</td>
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<tr>
<td>2</td>
<td>Jul 31 – Aug 27</td>
<td>June 1, 2018</td>
<td>June 18*</td>
<td>Weersink</td>
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<td></td>
<td><strong>July 3, 8:00 a.m. BLOCKS 3 – 6 Release</strong></td>
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<td>3</td>
<td>Aug 28 – Sep 24</td>
<td>Jul 31</td>
<td>Aug 14</td>
<td>Weersink</td>
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<tr>
<td>4</td>
<td>Sep 25 – Oct 22</td>
<td>Aug 28</td>
<td>Sep 11</td>
<td>Forrester</td>
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<td>5</td>
<td>Oct 23 – Nov 19</td>
<td>Sep 25</td>
<td>Oct 9</td>
<td>Forrester</td>
</tr>
<tr>
<td>6</td>
<td>Nov 20 – Dec 17</td>
<td>Oct 23</td>
<td>Nov 6</td>
<td>Forrester</td>
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<td><strong>September 4, 8:00 a.m. BLOCKS 7-10 Release</strong></td>
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<tr>
<td>7</td>
<td>Dec 18, 2018 –</td>
<td>Oct 30*</td>
<td>Nov 13*</td>
<td>Yakhshi Tafti</td>
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<td>Jan 14, 2019</td>
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<tr>
<td>8</td>
<td>Jan 15 – Feb 11</td>
<td>Dec 18</td>
<td>Dec 31</td>
<td>Yakhshi Tafti</td>
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<tr>
<td>9</td>
<td>Feb 12 – Mar 11</td>
<td>Jan 15</td>
<td>Jan 29</td>
<td>Yakhshi Tafti</td>
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<td>10</td>
<td>Mar 12 – Apr 8</td>
<td>Feb 12</td>
<td>Feb 26</td>
<td>Meyer</td>
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<td><strong>November 4, 8:00 a.m. BLOCKS 11-13 Release</strong></td>
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<td>11</td>
<td>Apr 9 – May 6</td>
<td>Mar 12</td>
<td>Mar 26</td>
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<tr>
<td>12</td>
<td>May 7 – Jun 3</td>
<td>Apr 9</td>
<td>Apr 23</td>
<td>Meyer</td>
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<tr>
<td>13</td>
<td>Jun 4 - 30</td>
<td>May 7</td>
<td>May 21</td>
<td>Meyer</td>
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**Early request and posting dates to accommodate Blocks 1 & 2 and Christmas/New Year’s**

Christmas Break: December 22 – 26, 2018
All Residents Back: December 27-28

New Year’s Break: December 29, 2018 – January 2, 2019
All Residents Back: January 3, 2019

Forms are available on the website: [http://emergencymed.queensu.ca](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.
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

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 □ Education Leave (Specify): □ ____________________________

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](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

**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.