

Guidelines for Vacation / Educational Leave

All requests must be submitted to the EM Head resident at least 30 days prior to the block in which the leave is requested.

You can access the form on our website at <https://emergencymed.queensu.ca/academics/frcpc-residency-program>, under "Vacation / Leave Request"

2020-2021 Academic Year				
Blocks	Dates	Request Deadline	Posting Date	Chief Resident
1	Jul 1 – 27, 2020	May 22, 2020	June 16*	Ahlin/Oliver
2	Jul 28 – Aug 24	May 22	June 16*	Ahlin/Oliver
July 2, 8:00 a.m. BLOCKS 3 – 6 Release				
3	Aug 25 – Sep 21	Jul 28	Aug 11	Ahlin/Oliver
4	Sep 22 – Oct 19	Aug 25	Sep 8	Petrie/Van Tuyl
5	Oct 20 – Nov 16	Sep 22	Oct 6	Petrie/Van Tuyl
6	Nov 17 - Dec 14	Oct 20	Nov 3	Prochazka/Russell
September 1, 8:00 a.m. BLOCKS 7-10 Release				
7	Dec 15, 2020 – Jan 11, 2021	Sep 29*	Oct 20*	Prochazka/Russell
8	Jan 12 – Feb 8	Dec 15	Dec 29	Bouwsema/Nikel
9	Feb 9 – Mar 8	Jan 12, 2021	Jan 26	Bouwsema/Nikel
10	Mar 9 – Apr 5	Feb 9	Feb 23	Bouwsema/Nikel
November 3, 8:00 a.m. BLOCKS 11-13 Release				
11	Apr 6 – May 3	Mar 9	Mar 23	Chakraborty/Walker
12	May 4 – 31	Apr 6	Apr 20	Chakraborty/Walker
13	Jun 1 - 30	May 4	May 18	Chakraborty/Walker

** Early request and posting dates to accommodate Blocks 1 & 2 and 7 Christmas/New Year's**

Christmas Break: December 22 – 28, 2020

New Year's Break: December 29, 2020 – January 4, 2021

All Residents Back: January 5, 2021

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.

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 ER Head 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: <https://emergencymed.queensu.ca/schedules> under (Shift Schedules), Resident Schedule. You must log in using your Elentra log in and password.

If you have trouble accessing the schedule, please contact the Administrator, Susan Holland at susan.holland@kingstonhsc.ca for assistance.

Schedule Changes:

Email the ER Head 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 ER Head Resident “approves” the request.

It is the responsibility of the resident to 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 ER Head 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 ER Head Resident is unavailable, then contact the Attending Physician in the Emergency Department for that shift.