

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. Please also note that requests submitted before the request period opens will result in an automatic denial.

You can access the form through Google Forms at <https://forms.gle/VJsqniBHbPeLZHwv8>

2023-2024 Academic Year				
<i>May 19, 8:00 a.m. BLOCKS 1-2 Release</i>				
Blocks	Dates	Request Deadline	Posting Date	Head Resident
1	Jul 1 – 31, 2023	June 2, 2023	June 19	Manlove
2	Aug 1 – 28	June 2	**early posting	Manlove
<i>July 2, 8:00 a.m., BLOCKS 3-6 Release</i>				
3	Aug 29 – Sep 25	Aug 1	Aug 15	Edeer
4	Sep 26 – Oct 23	Aug 29	Sep 12	Edeer
5	Oct 24 – Nov 20	Sep 26	Oct 10	Edeer
6	Nov 21 – Dec 18	Oct 24	Nov 7	Allen
<i>August 30, 8:00 a.m., BLOCKS 7-10 Release</i>				
7	Dec 19, 2023 – Jan 15, 2024	Sep 26	**Nov 8	Allen
8	Jan 16 – Feb 12	Dec 19	Jan 2	Allen
9	Feb 13 – Mar 11	Jan 16	Jan 30	Aliferis
10	Mar 12 – Apr 8	Feb 13	Feb 27	Aliferis
<i>November 1, 8:00 a.m., BLOCKS 11-13 Release</i>				
11	Apr 9 – May 6	Mar 12	Mar 26	Aliferis
12	May 7 – Jun 3	Apr 9	Apr 23	Manlove
13	Jun 4 - 30	May 7	May 21	Manlove

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

Christmas Break: December 22-26, 2023

New Year's Break: December 29, 2023 – January 2, 2024

All Residents Back: January 3, 2024

Email and verbal requests will not be considered.

The type of leave requested (Vacation or Education) must be indicated. Generally, only one week of vacation should be taken during 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 in accordance with the PARO guidelines.

Schedule Posting (For EM Residents ONLY):

The resident schedule is posted on the website approximately two weeks before the start of the block: <https://emergencymed.queensu.ca/schedules> under (Shift Schedules), Resident Schedule. You must log in using your Elentra login and password.

Schedule Changes:

Email the ER Head Resident assigned to the block with your shift request and copy the colleague with 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 the KGH and HDH Emergency Departments of the changes. (KGH 613-549-6666 ext 2335, HDH 613-544-3310 ext 2100)

Post-call:

If you are post-call on the first day of the block it is your responsibility to notify the Head Resident in advance of the schedule so that he/she can schedule accordingly. If you notify the Head Resident after the schedule has been posted it is up to the resident to find a replacement for the shift.

Illness Policy:

Sick call or inability to attend a shift:

If you are unable to attend work because of illness it is your responsibility to ensure this is communicated **as soon as possible** so that every effort can be made to cover the shift.

The steps you should take are:

- a) Notify the head resident at queenserhead@gmail.com as soon as you have symptoms (even if minor)
- b) Send an email to the group of residents on the block to find someone to cover
- c) Notify the Head Resident of the shift change/coverage
- d) Call the unit clerk to inform them that you will not be at your shift and to inform them if you have found coverage (KGH 613- 549-6666 ext 2335, HDH 613-544-3310 ext 2100)
- e) For COVID-related illness: Call occupational Health at KGH to get guidance on COVID swabbing and return to work at 613-549-6666 ext 4389. Communicate Occupational Health’s plan and guidance to the Head Resident.

Please check emails regularly for:

- a) Need for last-minute shift changes due to illness
- b) Infection Prevention and Control Updates

We will be forwarding Infection Prevention and Control updates to the email you have provided us. These updates are currently sent to your KHSC email which many people do not have access to outside the hospital. They often contain important information about changes in screening protocol, updates to options for testing, PPE use, etc. Please read them so you are familiar with current hospital policies.