

Guidelines for Vacation / Educational Leave

We ask that you submit vacation and academic requests **6 weeks before the start of the block**. We recognize that PARO stipulates at least 4 weeks before the start of vacation, however the Emerg schedule takes about 1 month to complete, and we would not be able to get the schedule out to you 2 weeks before the start of the block if requests are made within 6 weeks of the block start. We appreciate your help to get the schedule out on time.

Link to vacation/academic request form: [LINK HERE](#) (we also ask you to submit any mandatory home program academic days you have during your Emerg block). An official vacation request also needs to be submitted to your program and the approval forwarded to the head resident. (queenserhead@gmail.com).

A note regarding shift stacking for vacation: As you can imagine, many residents on the block would like to have their shifts stacked. With the amount of residents each block, the amount of shifts needing to be filled, and the required 12 hours between shifts, we cannot guarantee any specific time-off unless an official vacation request is submitted. We do try, as much as possible, to create a good schedule with a few days off continuously in the block if possible. However, due to other residents taking official vacation, we cannot guarantee you will get a specific time off unless an official request is submitted, and your program approves.

2025-2026 Academic Year				
<i>May 1, 8:00 a.m. BLOCKS 1-2 Release</i>				
Blocks	Dates	Request Deadline	Posting Date	Head Resident
1	Jul 1 – 28, 2025	May 8, 2025	**early posting	Ross
2	July 29– Aug 25	June 17	July 15	Ross
<i>July 2, 8:00 a.m. BLOCKS 3-6 Release</i>				
3	Aug 26 – Sep 22	July 15	Aug 12	Ross
4	Sep 23 – Oct 20	Aug 12	Sep 9	Jimal
5	Oct 21 – Nov 17	Sep 6	Oct 7	Jimal
6	Nov 18 – Dec 15	Oct 7	Nov 4	Jimal
<i>September 1, 8:00 a.m., BLOCKS 7-10 Release</i>				
7	Dec 16, 2025 – Jan 12, 2026	Oct 7	**early posting	Bhangu Shogan
8	Jan 13 – Feb 9	Dec 2	Dec 30	Bhangu Shogan
9	Feb 10 – Mar 9	Dec 30	Jan 27	Bhangu Shogan
10	Mar 10 – Apr 6	Jan 27	Feb 24	Shogan Bhangu
<i>January 1, 8:00 a.m., BLOCKS 11-13 Release</i>				
11	Apr 7 – May 4	Feb 24	Mar 24	Shogan Bhangu
12	May 5 – Jun 2	March 24	Apr 21	Shogan Bhangu
13	Jun 2 - 30	April 21	May 19	Shogan Bhangu

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

Christmas Break: December 22 – 26, 2025
 New Year's Break: December 29, 2025 – January 2, 2026
 All Residents Back: January 3, 2026

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 Elenra 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 they 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.