

**VACATION / PROFESSIONAL LEAVE REQUEST
APPLICATION FORM**

Name: _____ PGY Level: _____ Date: _____

Request absence: From: _____ To: _____

Reason for absence: Vacation
 Conference Name & Date: _____
Location: _____
 Other (please specify): _____

Vacation Days taken to date: _____ Professional Leave days taken to date: _____

Number of days remaining for this academic year: Vacation: _____ Professional: _____

NOTE: Vacation/Professional Days cannot be carried forward to the next academic year.

Resident's signature _____ Date: _____

Chief Resident of Rotation's name **and** signature _____

Rotation Supervisor's name **and** signature _____

Program Director's approval _____ Date: _____

Resident Entitlement:

- 20 working days (4 weeks) paid vacation
- 7 (working) days professional/educational leave
- Paid leave for taking exams, e.g., Royal College, LMCC, ECFMG

Statutory holidays

- | | |
|-------------------------|-------------------------------|
| 1. New Year's Day | 6. Labor Day |
| 2. Easter Friday | 7. Thanksgiving Day |
| 3. Victoria Day | 8. Christmas Day |
| 4. Dominion Day | 9. Boxing Day |
| 5. August Civic Holiday | 10. Two (2) floating holidays |

Other religious holidays as approved by the University.

Mail or Fax completed form to:

Mary Miceli, 92 College Street, Toronto M5G 1L4
FAX: 416-978-8350 TEL: 416-978-6830

**Department of Obstetrics and Gynaecology
University of Toronto**

DEPARTMENTAL GUIDELINES FOR VACATION/PROFESSIONAL LEAVES

Resident can EXPECT:

- 7 days professional leave in full or in parts
- Only one week vacation at a time (5 weekdays, plus 1 weekend, or 2 weekends if all hospital/service needs are met)
- Maximum of 2 weeks for extenuating circumstances, which must be approved by Chief Resident, Rotation Supervisor and Dr. Shapiro.

NEVER confirm any travel plans, etc. without final approval of vacation

- If possible, Chief Resident can try to accommodate 1-2 days (floating, statutory or Professional days) to a week of vacation.

AGAIN, never assume request will be granted.

Conflicts of leaves requests should be directed to Dr. Heather Shapiro, Program Director.