

Guidelines for Vacation / Educational Leave

All requests must be submitted to surgerypg@queensu.ca at least 4 weeks before the start of the vacation. Please include in the subject line the name of the MRR and the Block Number. Failure to do so, your leave will not be considered. Please also note that requests submitted before the request period opens will result in an automatic return and denial.

You can access the form on our website at <https://surgery.queensu.ca/postgraduate/forms-important-dates>, under "Vacation / Leave Request"

Blocks	Dates	Posting Date	Most Responsible Resident
1	Jul 1 – Aug 2, 2021	Jun 17, 2021	Ugo Mancini (GS) Mina Tohidi (Ortho)
2	Aug 3 – 30	July 20	"
July 2, 8:00am, Blocks 3 & 4 Release			
3	Aug 31 – Sep 27	Aug 17	"
4	Sep 28 – Oct 25	Sep 14	"
September 3, 8:00am, Blocks 5-7 Release			
5	Oct 26 – Nov 22	Oct 12	"
6	Nov 23 – Dec 20	Nov 9	"
7	Dec 21, 2021 – Jan 17, 2022	Dec. 7	Annie Ritter (GS) Andrew McGuire (Ortho)
December 3, 8:00am, Blocks 8-10 Release			
8	Jan 18 – Feb 14	Jan 4	"
9	Feb 15 – Mar 14	Feb 1	"
10	Mar 15 – Apr 11	Mar 1	"
March 4, 8:00am, Blocks 11-13 Release			
11	Apr 12 – May 9	Mar 29	"
12	May 10 – Jun 6	Apr 26	"
13	Jun 7 - 30	May 24	"

Holiday Break Dates: Christmas: Dec. 23rd to 27th, 2021; New Year's: Dec. 29th, 2021 to Jan. 2nd, 2022

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 Most Responsible Resident if your requests have been approved or denied. The time frame for when you will receive your response may take up to 14 days from the time you submit your request in accordance with the PARO guidelines.

Schedule Changes:

Email the Most Responsible Resident assigned to the block with your call change request and copy the colleague who you are switching call with. Changes cannot be made to the schedule until the Most Responsible Resident “approves” the request.

Illness Policy:

If you cannot fulfill a scheduled call duty due to illness, it is your responsibility to try and find a replacement for the shift. Please ensure to inform the Surgery Postgraduate office (Kim Lloyd) by email or phone (ext. 6590).