

# Guidelines for Vacation / Educational Leave

## Sub-Specialty

All requests must be submitted to [cynthia.macintosh@kingstonhsc.ca](mailto:cynthia.macintosh@kingstonhsc.ca) at least 4 weeks before the start of the vacation.

Please note that this form can also be accessed on the General Surgery Residents shared One Drive. We are now accepting vacation requests until the end of December 2026. On December 1<sup>st</sup> we will be accepting vacation requests for the remaining 6 months.

| Blocks                                                                                  | Dates                       | Posting Date  | Lead PGY5 Resident                                                                                           |
|-----------------------------------------------------------------------------------------|-----------------------------|---------------|--------------------------------------------------------------------------------------------------------------|
| <i>May 21- Accepting requests for the first 6 months until the end of December 2026</i> |                             |               |                                                                                                              |
| 1                                                                                       | Jul 1 – July 27, 2026       | Jun 17, 2026  | Cynthia MacIntosh:<br><a href="mailto:cynthia.macintosh@kingstonhsc.ca">cynthia.macintosh@kingstonhsc.ca</a> |
| 2                                                                                       | Jul 28 – Aug 24, 2026       | Jul 14, 2026  | Cynthia MacIntosh:<br><a href="mailto:cynthia.macintosh@kingstonhsc.ca">cynthia.macintosh@kingstonhsc.ca</a> |
|                                                                                         |                             |               |                                                                                                              |
| 3                                                                                       | Aug 25 – Sep 21, 2026       | Aug 11, 2026  | Cynthia MacIntosh:<br><a href="mailto:cynthia.macintosh@kingstonhsc.ca">cynthia.macintosh@kingstonhsc.ca</a> |
| 4                                                                                       | Sep 22– Oct 19, 2026        | Sep 8, 2026   | Cynthia MacIntosh:<br><a href="mailto:cynthia.macintosh@kingstonhsc.ca">cynthia.macintosh@kingstonhsc.ca</a> |
|                                                                                         |                             |               |                                                                                                              |
| 5                                                                                       | Oct 6– Nov 16, 2026         | Sept 22, 2026 | Cynthia MacIntosh:<br><a href="mailto:cynthia.macintosh@kingstonhsc.ca">cynthia.macintosh@kingstonhsc.ca</a> |
| 6                                                                                       | Nov 17– Dec 14, 2026        | Nov 3, 2026   | Cynthia MacIntosh:<br><a href="mailto:cynthia.macintosh@kingstonhsc.ca">cynthia.macintosh@kingstonhsc.ca</a> |
| 7                                                                                       | Dec 15, 2026 – Jan 11, 2027 | Dec 1, 2026   | Cynthia MacIntosh:<br><a href="mailto:cynthia.macintosh@kingstonhsc.ca">cynthia.macintosh@kingstonhsc.ca</a> |
| <i>December 1- Accepting requests for remaining 6 months until end of June 2027</i>     |                             |               |                                                                                                              |

|    |                      |              |                                                        |
|----|----------------------|--------------|--------------------------------------------------------|
| 8  | Jan 12– Feb 8, 2027  | Jan 4, 2027  | Cynthia MacIntosh:<br>cynthia.macintosh@kingstonhsc.ca |
| 9  | Feb 9 – Mar 8, 2027  | Jan 26, 2027 | Cynthia MacIntosh:<br>cynthia.macintosh@kingstonhsc.ca |
| 10 | Mar 9 – Apr 5, 2027  | Feb 23, 2027 | Cynthia MacIntosh:<br>cynthia.macintosh@kingstonhsc.ca |
|    |                      |              |                                                        |
| 11 | Apr 6 – May 3, 2027  | Mar 23, 2027 | Cynthia MacIntosh:<br>cynthia.macintosh@kingstonhsc.ca |
| 12 | May 4 - May 31, 2027 | Apr 20, 2027 | Cynthia MacIntosh:<br>cynthia.macintosh@kingstonhsc.ca |
|    |                      |              |                                                        |
| 13 | Jun 1 – Jun 30, 2027 | May 18, 2027 | Cynthia MacIntosh:<br>cynthia.macintosh@kingstonhsc.ca |

**Holiday Break Dates:**

Week 1 option: Dec. 21-25 / Week 2 option: Dec. 28-Jan.1

**Email and verbal requests will not be considered.**

**Guidelines:**

Type of leave requested (Vacation, Education, Lieu or No Call) 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.

Residents are responsible for ensuring that they do not have scheduled or mandatory academic commitments during their time off request (for example, AHD presentation, CAGS exam, Journal Club meeting, Resident Research Day, etc.). Please check the Academic Half Day schedule as well as the Important Dates document before making your request.

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. Also note that No Call requests are not guaranteed and you could be called upon should coverage issues arise.

**Time off Allowance:**

- 20 working days and 8 weekend days for vacation
- 7 professional/educational leave days (must be used for weekdays only, as per PARO guidelines)
- 1 floating lieu day

Please check the Google Document link to confirm how many days off you have remaining.

**Wellness Half Days:**

Wellness half days are available every three months for General Surgery residents. No form is required. Please email your service to let them know of the half day absence and copy Sierra to document.

**Vacation / Education Time Off Approvals:**

For urgent time off requests, you will be notified as soon as possible if your requests have been approved. 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 Lead PGY5 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 Lead PGY5 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 by email or phone.

Cynthia MacIntosh – General Surgery and Sub-Specialty  
[cynthia.macintosh@kingstonhsc.ca](mailto:cynthia.macintosh@kingstonhsc.ca) ext. 66590

## Department of Surgery Time Off Request

(Use one form for each Scheduled Block)

**In order to be considered, vacation/leave requests MUST be submitted on this form.** Email or verbal requests will not be considered. Requests are approved on a first-come, first-served basis

with educational leave taking highest priority. Please also note that requests submitted before the request period opens will result in an automatic return and denial.

Email requests to: [cynthia.macintosh@kingstonhsc.ca](mailto:cynthia.macintosh@kingstonhsc.ca).

If your requested dates fall between two blocks, you must complete and submit two separate forms.

|                                           |                                    |
|-------------------------------------------|------------------------------------|
| Date Submitted:                           |                                    |
| Name:                                     | PGY: (Circle One) 1 2 3 4 5 higher |
| Primary Program:                          |                                    |
| CTU Team/Service assignment for rotation: |                                    |
| Email Address:                            |                                    |

REASON FOR ABSENCE (optional):

|                                                   |                 |
|---------------------------------------------------|-----------------|
| Block: (Circle one) 1 2 3 4 5 6 7 8 9 10 11 12 13 |                 |
| Name of rotation:                                 |                 |
| Type of time off                                  | Dates requested |
| (Circle time off)                                 |                 |
| Vacation                                          |                 |
| Education Leave<br>Specify: _____                 |                 |
| Lieu                                              |                 |
| No Call                                           |                 |

Note: According to PARO Guidelines, all residents are entitled to 4 weeks' vacation per year, which can be taken consecutively or in 1 week blocks. If you are only doing a 1 month rotation with Surgery we would encourage a maximum vacation time of 1 week during the rotation as more time off will take away from the educational value of the rotation for you.