

Guidelines for Vacation / Educational Leave

For Subspecialty Rotations

All requests must be submitted to cynthia.macintosh@kingstonhsc.ca at least 4 weeks before the start of the vacation. Please specify the rotation and block in the subject line. 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.

Blocks	Dates	Posting Date
<i>May 14, 2025 at 8am for Blocks 1-2 release</i>		
1	Jul 1 – July 28, 2025	Jun 17, 2025
2	Jul 29 – Aug 25, 2025	Jul 15, 2025
<i>July 2, 2025 at 8am for Blocks 3-4 release</i>		
3	Aug 26 – Sep 22, 2025	Aug 12, 2025
4	Sep 23 – Oct 20, 2025	Sep 9, 2025
<i>September 3, 2025 at 8am Blocks 5-7 release</i>		
5	Oct 21 – Nov 17, 2025	Oct 7, 2025
6	Nov 18 – Dec 15, 2025	Nov 4, 2025
7	Dec 16, 2025 – Jan 12, 2026	Dec 2, 2025
<i>November 19, 2025 for Blocks 8-10</i>		
8	Jan 13 – Feb 9, 2026	Dec 30, 2025
9	Feb 10 – Mar 9, 2026	Jan 27, 2026
10	Mar 10 – Apr 6, 2026	Feb 24, 2026
<i>February 25, 2026 for Blocks 11-13</i>		
11	Apr 7 – May 4, 2026	Mar 24, 2026
12	May 5 - Jun 1, 2026	Apr 21, 2026
13	Jun 2 – Jun 30, 2026	May 19, 2026

Holiday Break Dates:

Week 1 option: Dec. 22-26 / Week 2 option: Dec. 29-Jan.2

Email and verbal requests will not be considered.

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.

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

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.

Vacation / Education Time Off 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 Surgery Postgraduate Office 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:

For Sub-Specialty schedule changes, email the PG Office for any arranged call change requests and copy the colleague who you are switching call with for approval.

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 Surgery
cynthia.macintosh@kingstonhsc.ca ext. 6590

Kim Lloyd – Orthopaedic Surgery and Surgical Foundations
Kim.m.lloyd@kingstonhsc.ca ext. 3678

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

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
Type of time off	Dates requested												
(Circle time off)													
Vacation													
Education Leave 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.