

Guidelines for Vacation / Educational Leave

For Off-Service Residents

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.

- For Sub-Specialty (Neurosurgery, Cardiovascular and Plastics) please just specify the rotation and block in the subject line as there is no Lead resident for these rotations.

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	Lead Resident
May 9, 2022 at 8:00 AM for Blocks 1-2 release			
1	Jul 1 – Aug 1, 2022	Jun 24, 2022	Zuhaib Mir (GS) Joshua Hobson (Ortho)
2	Aug 2 – Aug 29, 2022	Jul 19, 2022	Zuhaib Mir (GS) Joshua Hobson (Ortho)
July 4, 2022 at 8:00 AM for Blocks 3-4 release			
3	Aug 30 – Sep 26, 2022	Aug 16, 2022	Michael Yang (GS) Joshua Hobson (Ortho)
4	Sep 27 – Oct 24, 2022	Sep 13, 2022	Michael Yang (GS) Joshua Hobson (Ortho)
September 5 at 8:00 AM for Blocks 5-7 release			
5	Oct 25 – Nov 21, 2022	Oct 11, 2022	Julie La (GS) Amelia Suddaby (Ortho)
6	Nov 22 – Dec 19, 2022	Nov 8, 2022	Julie La (GS) Amelia Suddaby (Ortho)
7	Dec 20, 2022 – Jan 16, 2023	Dec 6, 2022	Ekaterina Kouzmina (GS) Amelia Suddaby (Ortho)
November 28, 2022 at 8:00 AM for Blocks 8-10 release			
8	Jan 17 – Feb 13, 2023	Jan 3, 2023	Ekaterina Kouzmina (GS) Amelia Suddaby (Ortho)
9	Feb 14 – Mar 13, 2023	Jan 31, 2023	Erin Williams (GS) Petros Rougas (Ortho)
10	Mar 14 – Apr 10, 2023	Feb 28, 2023	Erin Williams (GS) Petros Rougas (Ortho)
March 6, 2023 at 8:00 AM for Blocks 11-13 release			
11	Apr 11 – May 8, 2023	Mar 28, 2023	Incoming Lead Residents
12	May 9 - Jun 5, 2023	Apr 25, 2023	“
13	Jun 6 – Jun 30, 2023	May 23, 2023	“

Holiday Break Dates:

Week 1 option: December 23-27, 2022

Week 2 option: December 29, 2022 – January 2, 2023

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.

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:

Email the PG Office to be put in touch with the Lead Resident assigned to that block.

Then, you may email the Lead 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 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.

Sierra Slegtenhorst – General Surgery and Sub-Specialty
Sierra.slegtenhorst@kingstonsch.ca ext. 6590

Kim Lloyd – Orthopaedic Surgery and Sub-Specialty
Kim.m.lloyd@kingstonsch.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: surgerypg@queensu.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:	
Email Address:	

REASON FOR ABSENCE:

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.