

## Guidelines for Vacation / Educational Leave

### For Off-Service Residents

All requests must be submitted to [surgerypg@queensu.ca](mailto: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, Plastics, Thoracic, Head & Neck) please specify the rotation and block in the subject line as there is no Lead Resident for these rotations.

Blocks	Dates	Posting Date	Lead Resident
<b>May 15, 2024 at 8:00 AM for Blocks 1-2 release</b>			
1	Jul 1 – July 29, 2024	Jun 17, 2024	Julie La (GS) Caroline Sheppard (Ortho)
2	Jul 30 – Aug 26, 2024	Jul 16, 2024	Julie La (GS) Caroline Sheppard (Ortho)
<b>July 3, 2024 at 8:00 AM for Blocks 3-4 release</b>			
3	Aug 27 – Sep 23, 2024	Aug 13, 2024	Julie La (GS) Andrew Roberts (Ortho)
4	Sep 24 – Oct 21, 2024	Sep 10, 2024	Julie La (GS) Andrew Roberts (Ortho)
<b>September 4, 2024 at 8:00 AM for Blocks 5-7 release</b>			
5	Oct 22 – Nov 18, 2024	Oct 8, 2024	Matthew Snow (GS) Andrew Roberts (Ortho)
6	Nov 19 – Dec 16, 2024	Nov 5, 2024	Matthew Snow (GS) Caroline Sheppard (Ortho)
7	Dec 17, 2024 – Jan 13, 2025	Dec 3, 2024	Matthew Snow (GS) Caroline Sheppard (Ortho)
<b>November 20, 2024 at 8:00 AM for Blocks 8-10 release</b>			
8	Jan 14 – Feb 10, 2025	Dec 31, 2024	Matthew Snow (GS) Caroline Sheppard (Ortho)
9	Feb 11 – Mar 10, 2025	Jan 28, 2025	Matthew Snow (GS) Caroline Sheppard (Ortho)
10	Mar 11 – Apr 7, 2025	Feb 25, 2025	Matthew Snow (GS) Andrew Roberts (Ortho)
<b>February 26, 2025 at 8:00 AM for Blocks 11-12 release</b>			
11	Apr 8 – May 5, 2025	Mar 25, 2025	Incoming Lead Residents Andrew Roberts (Ortho)
12	May 6 - Jun 2, 2025	Apr 22, 2025	Incoming Lead Residents Andrew Roberts (Ortho)
<b>April 2, 2025 at 8:00 AM for Block 13 release</b>			
13	Jun 3 – Jun 30, 2025	May 20, 2025	Incoming Lead Residents Andrew Roberts (Ortho)

Holiday Break Dates:

Week 1 option: Dec. 22-26 / Week 2 option: Dec. 28-Jan.1

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

**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 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.

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.

Sierra Slegtenhorst – General Surgery and Sub-Specialty Surgery  
[Sierra.slegtenhorst@kingstonhsc.ca](mailto:Sierra.slegtenhorst@kingstonhsc.ca) ext. 6590

Kim Lloyd – Orthopaedic Surgery and Sub-Specialty Surgery  
[Kim.m.lloyd@kingstonhsc.ca](mailto: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:** [surgerypg@queensu.ca](mailto: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:	
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.