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## **Mac Peds- Resident Time Off Policy**

### **Vacation/Professional Leave**

All vacation and professional leave time requests **must** be submitted and approved through the MedSIS request for time off system- no exceptions.

### **Sick Days**

Regardless of the rotation, if a resident needs to call in sick they **must** inform the following individuals immediately:

- Mac Peds Chief Residents- [macpedschiefs@gmail.com](mailto:macpedschiefs@gmail.com)
- Mac Peds Program Coordinator- [peded@mcmaster.ca](mailto:peded@mcmaster.ca)
- The staff member that the resident is working with and the senior peds resident, if applicable. The staff member must be contacted in person by phone/paging. Email will **not** be accepted.

Please inform all parties in a timely fashion, and ideally prior to the start time of your shift when possible.

### **Activating Back Up**

Should a resident scheduled to be on call (either night call or weekend day call) for General Pediatrics and is not able to report for clinical duties, the resident is expected to make every attempt to find someone to complete the call on their behalf. If the resident is unable to find a suitable replacement, then back-up call may be activated. It is the expectation that the resident will pay back this shift at a later, mutually convenient time.

If a resident is activating back up, then they must inform the following individuals immediately:

- Mac Peds Chief [Residents-macpedschiefs@gmail.com](mailto:Residents-macpedschiefs@gmail.com)
- The Resident scheduled on back up – call/page

### **Other time away from Clinical Rotations**

All other 'scheduled' time away from clinical activities must be submitted through MedSIS Request for Time Off system as 'Other' – this includes program conferences outside of AHD (ie. Practical Pediatrics, Practical Neonatology if attending full day), participating in CaRMS interviews, resident retreats, etc. This includes exams (SAQ, MCQ, OSCE, STACER, ABP-ITE). The resident will submit the request as "exam".

Vacation and Professional Leave will not be approved during Night float nor Day float as these are mandatory rotations that are blocked ahead of time (with opportunity for resident input) for the entire academic year

### **Statutory Holidays/Religious/Holy Days**

All residents receive the same number of recognized holidays. For additional Religious/Holy days, the ERPs will be encouraged to accommodate this time off request. If that resident would like to book this time off they must do so in the request for time off system using a vacation day, professional leave day, lieu day etc.

As per PARO section 13.1, 13.2 and 13.3 of the collective agreement, the following are the recognized holidays: <http://www.myparo.ca/your-contract/#statutory-holidays>

### **Time off for writing the Royal College Exam**

Residents writing the CFPC or RCPSC exam will be provided up to seven **consecutive** days off (therefore not 7 working dates, but 7 total days) during **one** of the four weeks preceding the CFPC **or** RCPSC certification examinations (subject only to operational requirements).

These 7 days are in addition to any other vacation, or professional leave entitlement.

If a program/service is not able to accommodate a request from a resident this year because of operational requirements related to short notice (given the exams are not that far away and most schedules have been written) then the clause would not allow for relief from call or the time off but the expectation is that next year programs will be able to accommodate the requests.

### **General Information**

For all rotations, if residents are away from clinical rotations for a significant time for any reason, they may be at risk of not having sufficient time to be fully assessed. This is particularly true of rotations that are only 2 weeks total in duration.

If a resident is sick for 2 or more consecutive days or recurrently during a block, a discussion with the Program Director may occur.

Failure to follow the policy above may result in professionalism concerns noted in a resident file.

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