

MacPeds Resident Time Off Policy

Vacation/Professional Leave

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

Other time away from Clinical Rotations

All other 'scheduled' time away from clinical activities **must** be submitted through Medportal '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.

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.

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
- Mac Peds Program Coordinator, Laura Klyne- lklyne@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 not be 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
- The Resident scheduled on back up – call/page

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.