

## **LEAVE POLICY**

### **Article 9: Parental/ Maternity/ Adoption/Paternity Leave**

- 9.01 Maternity/ Paternity/ Adoption/ Parental leave shall not constitute a cause for termination of engagement but may require an extension of the program as determined by the Program Director.
- 9.02 The Authority may require a Resident to provide a medical certificate indicating pregnancy and the estimated date of confinement or a legal certificate of adoption.

#### **9.03 Maternity Leave**

A Resident who becomes pregnant shall be granted a maximum of 17 weeks maternity leave. Such leave may commence up to eight (8) weeks prior to the predicted date of birth.

The Resident shall receive up to seventeen (17) weeks of sufficient pay inclusive of the Employment Insurance two-week waiting period to match 90% of her salary when combined with Employment Insurance benefits, for maternity leave.

If the Resident has a valid health related reason for being absent from work in excess of seventeen (17) weeks, and is eligible for paid Sick or Special leave as per Article 11, the Resident may access the paid Sick or Special leave.

A Resident will not be required to perform on call duties or scheduled shifts in Emergency Medicine beyond 2400 hours once she has completed 31 weeks of gestation, or earlier if a valid medical reason is provided. This will not itself incur any reduction in pay, nor lengthen training.

#### **9.04 Paternity Leave**

In the event of the birth or adoption of a child, where a Resident has not been granted maternity leave, a Resident shall be granted a maximum of two (2) weeks leave of absence with full pay and benefits.

In addition, a Resident shall receive at his or her request additional leave without pay or benefits totaling up to 52 weeks, inclusive of any leave taken under Articles 9.03, 9.04 in the first 52 weeks following the birth or adoption of a child. The Resident shall be required to give appropriate notice to his/her Program Director of his/her intention regarding the timing of such leave in order to ensure that professional and patient care responsibilities are met.

### **Article 10: Educational Leave**

- 10.01 Residents who are performing at a satisfactory academic level may be granted leave with pay to attend educational events such as medical conferences, provided that the educational event and the attendance at such educational event is approved by the appropriate University Program Director or Department Head. This leave shall not be unreasonably requested or denied.
- 10.02 Educational leave, as referred to herein, shall not be deducted from vacation entitlement.
- 10.03 Outside of those Programs modified to accommodate preparation for Canadian qualifying and licensing examinations through recommendation of their Residency Program Committee, each Resident shall be entitled to up to five (5) working days without loss of pay to prepare and write Canadian qualifying and licensing examinations, which includes those of the Medical Council of Canada, the College of Family Physicians of Canada, and the Royal College of Physicians and Surgeons of Canada.

A Resident shall be granted unpaid leave up to five (5) working days for the purpose of taking American professional certification examinations.

10.04 Applications for education leaves of absences shall be made in writing to the Program Director a minimum of four (4) weeks in advance of the exam date in order that Resident substitutions may be arranged. Applications shall indicate the date of departure on leave and the date of return. Confirmation of the leave shall be made by the Program Director within two (2) weeks of the initial request.

#### **CONFERENCES TO ATTEND WITH RESEARCH**

*All residents are expected to submit research projects to these meetings*

<b>MEETING</b>	<b>ABSTRACT DEADLINE</b>	<b>DATE OF MEETING</b>
PUA	January	February/March
CUA	December	June
Department of Surgery Research Day	March	May

#### **CONFERENCES/COURSES TO ATTEND WITHOUT RESEARCH**

<b>YEAR OF RESIDENCY</b>	<b>CONFERENCE/COURSE</b>	<b>DATE</b>	<b>FUNDED</b>
1 <sup>st</sup>	PALS	July	Reimbursed by PARA
1 <sup>st</sup>	ATLS	September	Reimbursed by PARA
1 <sup>st</sup>	Basic Science	February	Sponsored by Course
2 <sup>nd</sup>	Basic Science	February	Sponsored by Course
3 <sup>rd</sup>	Basic Science	February	Sponsored by Course
4 <sup>th</sup>	Toronto Update Course	October	Divisional with Approval
5 <sup>th</sup>	AUA Review Course	July	Divisional with Approval
5 <sup>th</sup>	Montreal Oncology	November	Sponsored by Course
5 <sup>th</sup>	Quest Review	February	Sponsored by Course
5 <sup>th</sup>	Chicago Review Course	April	Divisional with Approval

#### **OPTIONAL CONFERENCES/COURSES FOR ATTENDANCE**

*Residents may apply to attend there may not be full funding available to cover the cost of resident attendance*

<b>CONFERENCE/ COURSE</b>	<b>ABSTRACT DEADLINE</b>	<b>DATE OF MEETING</b>
Female/Reconstructive Pelvic Medicine Surgery	N/A	July
Annual World Congress of Endourology & SWL	May	October/November
Western Section	March	October
Northwest Urological Society	August	December
Specialty Review in Urology	N/A	April
Urological Prosthetic Surgery	N/A	April
Triton Urogynecology Resident Review	N/A	April
American Urological Association Annual Meeting	December	April/May

#### **Article 13: Named Holidays**

13.01 (a) Residents shall be entitled to the following Named Holidays: New Year's Day, Good Friday, Victoria Day, Canada Day, August Civic Holiday, Labour Day, Thanksgiving Day, Remembrance Day, Family Day, Christmas Day, Boxing Day and one Floating Day.

(b) In each event where a Named Holiday falls upon a Saturday or Sunday, the Named Holiday will be considered to lie on either the preceding Friday or following Monday in accordance with standard practice within the Member Facility.

(c) Pursuant to Article 13.03, provision 13.01(b) does not apply to the following Named Holidays: Christmas Day, Boxing Day and New Year's Day.

- 13.02 A Resident who is scheduled to and does commence work the day of a Named Holiday pursuant to Article 13.01 (a) and (b) shall have another working day off with pay in lieu of the Named Holiday. This day shall be scheduled during that same rotation at the time the call schedule is made. In the event that day off cannot be scheduled during the same rotation, it shall be added to the Resident's vacation allotment.
- 13.03 (a) Residents shall receive five (5) consecutive days off duty for Christmas or New Year's Break. The five (5) consecutive days off shall take place either December 23 to December 27, or December 29 to January 2, at the discretion of the Program Director. All Residents shall be available for service on December 28. Where possible, a Resident shall not be scheduled for on-call services the day preceding his or her five (5) consecutive days off. Time in excess of five (5) consecutive days may be granted at the discretion of the Program Director.
- (b) A Resident who is a practitioner of a recognized faith that does not celebrate Christmas Day may request that the five (5) days off duty in Article 13.03 (a) be scheduled at another time to accommodate the observance of an alternative Religious Holiday. The request shall be made by the Resident to the Program Director by August 1st of each program year. The Resident will provide two (2) options for the scheduling of the five (5) consecutive days off and the Program Director will grant one or the other option within two (2) weeks of receiving the request. A Resident who is granted an alternate Religious Holiday shall service regular duty hours (Article 14.02) and on-call duty (Article 14.03) during the Christmas and New Year's break.
- 13.04 In recognition of Residents who are scheduled and take call the day before a Named Holiday and for reasons of ensuring the appropriate transference of care, work a portion of a Named Holiday, all Residents shall be entitled to a total of three (3) additional flex days off per year without loss of pay. This is in addition to vacation entitlements in Article 12.

#### **VACATION/LEAVE OF ABSENCE**

Approval for vacation time or a leave of absence must be completed and in your file prior to departure. Signatures are required from your Program Director and the Chief Resident on the service affected.

#### **Article 11: Sick and Special Leave**

- 11.01 (a) Residents shall be granted special leave without loss of pay and health benefits, as defined in Article 21: Health Benefits, in all reasonable circumstances where it is required for compassionate purposes.
- (b) The granting of such leave shall be in addition to that which an employee is entitled to under other leave provisions.
- 11.02 Residents will, wherever possible, give adequate notice of their intention to take special leave.
- 11.03 Residents shall be provided paid leave and health benefits, as defined in Article 21: Health Benefits, for illness or non-occupational injury until the end of the appointment year or three calendar months within the appointment year whichever occurs first. Coverage under this Article shall commence on the first day the Resident carries out the duties of their appointment.

In the event that the leave for illness or non-occupational injury occurs in the last three calendar months of the final appointment year, that appointment year shall be extended to ensure coverage up to three calendar months.

- 11.04 In the event the educational requirements are not met, the Resident may be required by the Program Director to make up the period of appointment missed due to the illness or non-occupational injury.
- 11.05 The Resident may be required by the Program Director to submit a medical certificate in support of any illness or non-occupational injury.

**Article 12: Vacation**

- 12.01 Residents earn vacation at the rate of one and two-thirds (1 2/3) days per month of service. The year's vacation allotment may be taken during the program year in which it is earned provided that in the event a Resident takes their annual allotment of vacation and then does not complete the year of service, the Authority may recover excess monies paid. Vacation shall be taken at a time that is mutually agreed to between the Resident and the Program Director provided that, if a mutually agreed time cannot be identified, the Program Director shall schedule the vacation period.
- 12.02 Application for vacation shall be made in writing to the Program Director a minimum of eight (8) weeks in advance in order that Resident substitution may be arranged. The Program Director shall make a reasonable effort to accommodate the Resident's request for vacation time. When a Resident submits a request for vacation, the Program Director shall confirm approval or disapproval of the request in writing within two (2) weeks.
- 12.03 Vacation may be taken in any combination of weekly segments up to a maximum of four (4) weeks that is mutually agreed to between the Resident and the Program Director.
- 12.04 A Resident with an appointment period of less than one (1) year shall receive vacation entitlement calculated as follows:  
(Days Paid Within Contract Year/ 261) X 20 (rounded to the nearest half day)
- 12.05 Vacation shall be taken within the period of engagement. Provided the Program Director and the appropriate representative of the Authority gives prior approval, if a Resident is unable to take their vacation in one year because of service commitments, the unused time may be banked except in the situation where the Resident is in their final year of training, in which case the Resident will be paid in lieu of vacation time. Any dispute or disagreement between an affected member of PARA and a Program Director or Authority representative may be referred to the relevant Associate Dean who will consult with PARA before making a final decision.
- 12.06 Vacation days will only be consumed by weekdays taken off that are not:
- Named holidays (Article 13)
  - Weekdays during an emergency medicine rotation or other shift-based rotation where no shift has been scheduled.
  - Educational leave (Article 10)
  - Sick and Special leave (Article 11)
  - Maternity/ Parental leave (Article 9)
  - Days for PARA business (Article 7)
  - Days off during the Christmas or New Year's break in accordance with Article 13.03 (a) and (b)
- 12.07 Residents shall not be scheduled for on-call duties (Article 14) or shifts during vacation. Residents shall not be scheduled for on-call duties or shifts on one of the weekends immediately prior to or following five (5) consecutive weekdays of vacation.

# VACATION/LEAVE OF ABSENCE REQUEST FORM

Name: \_\_\_\_\_ Level: \_\_\_\_\_

## UROLOGY RESIDENCY TRAINING PROGRAM

TYPE OF LEAVE: (please check one)

VACATION  LEAVE OF ABSENCE  REASON \_\_\_\_\_  
PRINT CLEARLY

CONFERENCE  PRESENTING PAPER  NAME OF CONFERENCE \_\_\_\_\_  
PRINT CLEARLY

DAY IN LIEU OF STAT  PRINT NAME OF HOLIDAY \_\_\_\_\_  
PRINT CLEARLY

PARENTAL LEAVE  (2 WKS) FLEX DAY (3/YEAR)  FLOATING DAY (1/YEAR)

Other \_\_\_\_\_ (please specify)

***NOTE: ALL HOLIDAY LEAVES MUST BE APPROVED, PRIOR TO DATE OF LEAVE.  
CONFERENCE LEAVES FOR PGY1 RESIDENTS REQUIRE SPECIAL PERMISSION  
FROM BOTH THE CORE SURGERY PROGRAM DIRECTOR AND BASE SPECIALTY  
PROGRAM DIRECTOR.***

DATES REQUESTED: \_\_\_\_\_

ON SERVICE: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF CHIEF RESIDENT ON ABOVE SERVICE

\_\_\_\_\_  
SIGNATURE OF DR. TIM WOLLIN

**AFTER COMPLETION OF THE VACATION / LEAVE OF ABSENCE  
FORM, PLEASE RETURN IT TO THE RESIDENCY OFFICE AT:  
THE ALBERTA UROLOGY INSTITUTE  
SUITE 400 HYS CENTRE, 11010-101 STREET**