

**VACATION REQUEST**  
**University of Toronto, Division of Rheumatology, Subspecialty Training Program**

Vacation requests must be submitted at least 4 weeks prior to the commencement of the planned vacation. Completed request forms (**Page 1 only**) should be sent to rheumatology@utoronto.ca or fax 416-978-7230. As it is necessary to ensure maintenance of appropriate patient and professional responsibilities within the division, requests will be granted on a first come/first served basis.

(\*\*) Please provide alternate dates where possible. Early submission of requests is appreciated!

Requests will need to be approved by your clinical supervisor(s) for the rotation affected by your leave. Final approval will come from the Program Director.

Please note that once your leave is confirmed, it is your professional responsibility to ensure that the call schedule is adjusted as needed and that all of your clinical sites are aware of your leave.

Once your vacation is approved, you must notify in writing the relevant physicians and their secretaries confirming your absence.

**Name:**

**Date Request Submitted:**

**Year of Training:**

**Vacation days or Conference request:**

**Dates:**

**If unavailable, second choice:**

**Clinical site and supervisor(s) at the time of leave:**

Explanation if an extended vacation request:

Clinical Supervisor 1:

Approved:

Not Approved:

Signature: \_\_\_\_\_

*Explanation, if not approved:*

\_\_\_\_\_  
**Date Received**

Clinical Supervisor 2:

Approved:

Not Approved:

Signature: \_\_\_\_\_

*Explanation, if not approved:*

\_\_\_\_\_  
**Date Received**

Dr. Dana Jerome, Program Director:

Approved:

Not Approved:

Signature: \_\_\_\_\_

*Explanation if not approved:*

\_\_\_\_\_  
**Date Received**

**Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Time avail: Site: Sent to: Date: CH
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**Please note: During the month of December, it is unlikely that vacation time will be added to the time already allotted for Christmas and New Year leave. Special requests for extended holiday time will be reviewed on an individual basis. Please ensure that a complete description of the reason for an extended holiday time is listed in the comments section if such a request is being made.**

## **PARO Vacation Policy**

**11.1** Residents shall be entitled to four (4) weeks paid vacation during each year.

**11.2** Vacations may be taken by housestaff at any time, but, subject to article 11.4, the timing of vacation may be delayed only where necessary, having regard to the professional and patient responsibilities of the hospital department for the time the vacation is requested.

**11.3** Housestaff may request their vacation to be taken in one (1) continuous period, in one or more segments of at least one (1) week in duration, or in segments of less than one week, which request will be scheduled provided professional and patient responsibilities are met.

**11.4** Requests for vacation shall be submitted in writing to the department head at least four (4) weeks before the proposed commencement of the vacation. In, addition each resident taking a certification examination in the Spring shall have until one month prior to the date of the examination to make a written request for one week of his/her vacation entitlement. Vacation requests submitted before March 1, or one month prior to the date of a certification examination, will be considered in priority to those submitted after that time. All vacation requests must be confirmed or alternate times agreed to, in accordance with Article 11.2, within two (2) weeks of the request being made. Where the hospital department rejects the vacation request, it will do so in writing and include the reasons for rejecting the original vacation proposal.

**11.5** There will be no adjustment to vacation entitlement for up to seventeen (17) weeks in the case of pregnancy leave of absence and/or up to thirty-seven (37) weeks in the case of parental leave of absence. Where a resident is entitled to and takes pregnancy leave and is also entitled to and takes parental leave, there will be no adjustment to vacation entitlement for up to an additional thirty-five (35) weeks. If an employee is on pregnancy or parental leave, any accrued vacation shall be taken immediately after the leave expires, or at such later date if agreed to between the resident and the hospital.

**11.6** The Hospital shall not institute policies that restrict the amount of vacation that residents can take over a given rotation, it being understood that the hospital continues to have the right to delay an individual resident's request where necessary having regard to the professional and patient care responsibilities of the hospital department pursuant to Articles 11.2 and 11.3.