DALHOUSIE UNIVERSITY Postgraduate Medical Education **Vacation/Conference Request (PGY2 & up)**	*Policy Sponsor:* Faculty of Medicine	*Approval Date:* July 1, 2025
	Responsible Unit: Postgraduate Medical Education	*Amendments:*

This form is to serve as the (program name) Vacation Request Form. NOTE: Residents are responsible for ensuring forms have been signed and processed.

Please note that your home program director has final approval of vacation requests for rotations outside of your home program. You are also required to obtain signatures from the appropriate services you are assigned to. Your program director will be the final signature, as they will require proof that you have been released from your service for the time specified below.

Residents are entitled to 28 days of vacation, along with other leave allotments as outlined in the MarDocs collective agreement during each academic year. However, residents must be present for 70% of each clinical rotation.

As noted in PGME's Assessment of Promotion and Assessment Guidelines:
"For the purposes of calculating the "70% of clinical experiences", a rotation length will consist of the "normal" working days for the rotation, excluding days not normally worked (weekends and stat holidays on most rotations, though rotations scheduled as shifts may have "normal" working days at these times). Post-call days are considered to be days worked for this calculation, as the work was completed during the call shift.

The following will be excluded from the rotation, and are neither counted as days worked on the rotation nor as part of the rotation:

- Scheduled academic half-days or full days
- Travel days as per the MarDocs contract
- Regularly scheduled longitudinal clinical activities unrelated to the service
- Exam Leave for any Canadian professional certification exam as per the MarDocs Contract
- Any other times where work unrelated to the rotation is required of the resident for that day (eg attendance at research day, PGME training sessions, resident retreats, etc)

The following activities are generally considered to be "time away from the rotation", where the resident is not engaged in normal work activities:

- Vacation
- Flex days/Floating Leave days
- Sick leave
- Bereavement leave
- Pregnancy, Parental or Adoption Leave
- Educational Leave
- Other Unpaid leaves"

All vacation/conference requests should be made a minimum of 3 months in advance. Programs may accept vacation/conference requests on fewer than 90 days notification at their discretion. Services cannot guarantee requests received with less than 3 months notice. As well, decisions regarding approval by services for vacation requests should be given to the applicant within 2 weeks of the date of submission.

It is the resident's responsibility to ensure that the appropriate supervisors sign the vacation request form before submitting to the Home Program Director or designate.

A copy of the approved Vacation/Conference form must be sent to your Residency Program Manager.

Vacation cannot be included as part of the Christmas break. Do not assume that you will have weekends off at both the start and end of your scheduled time-off. However, you will be guaranteed one weekend off, either before or after a minimum of 5 consecutive vacation days. Therefore, all requests for 5 consecutive days vacation (eg. Monday to Friday) will count as 7 days vacation (or 14 days, for 10 days vacation). Except in exceptional circumstances, a Postgraduate Trainee participating in a FELP shall not be permitted to take a leave of absence. Any vacation requests must be approved in writing in advance by the Program Director and/or delegate and be clearly stated within the FELP. Although every attempt will be made to accommodate your request, it may not be always possible to do so