

QFM TIME AWAY POLICY

The Queen's Family Medicine's Time Away Policy follows the PARO-CAHO Agreement, notably for [Vacation](#), and [Professional Leave](#). This policy is also informed by the Faculty of Health Sciences, [Postgraduate Medical Education policies](#).

Assessment and Promotion

In keeping with Section 8.0 - Incomplete Rotation/Experience of the Postgraduate Medical Education Assessment, Promotion, and Appeals Policy, in order to meet pedagogical requirements, a resident should not miss more than 1/4 of a rotation or horizontal learning experience. A rotation or horizontal learning experience that includes less than 3/4 of the expected time commitment may be considered incomplete.

Audit of Time Away

The resident is responsible for reporting all absences during any rotation or experience to the Education Office regardless of whether they have received approval from the preceptor or someone at the rotation. In order to ensure that residents are meeting their rotation and learning requirements, random audits will be done to ensure that all absences are properly reported to the Education Office. Time away that has not been approved through the proper channels may be deducted from the resident's Vacation time or may be flagged for follow-up with their Academic Advisor, Site Director, and/or the Program Director.

Leave of Absence

Please see the Postgraduate Medical Education policy on Leaves of Absence: [Policies & Procedures | School of Medicine | Queen's University \(queensu.ca\)](#)

Professional/Educational Leave

In addition to vacation entitlement, residents shall be granted additional paid leave for educational purposes. Such educational leave, up to a maximum of seven working days per annum, (can be consecutive if requested by the resident), shall not be deducted from regular vacation entitlement. Such leave may be taken by residents at any time, provided only that professional and clinical responsibilities are met to the satisfaction of the primary preceptor.

Each resident shall be entitled to paid leave for the purpose of taking any Canadian or American professional certification examination. This leave shall include the exam date(s) and reasonable travelling time to and from the site of the examination. This leave shall be in addition to other vacation or leave.

Sick Leave - See: PGME's [Leaves of Absence Policy.docx](#)

Approved by: RPC

Date of last review / approval: April 2025

Absences of three or less days: A resident may be absent for reasons of illness for a maximum of three days without being required to produce a doctor's note.

Absences: There may be specific reasonable circumstances when the Program will request a doctor's note irrespective of consecutive days missed (i.e., if there has been a pattern of days missed over a period of time). If required, a doctor's note specifying the dates of the illness, and an anticipated return date should be submitted to the Site Director and Site Program Coordinator.

Sick notes are not required to contain any medical diagnosis / prognosis. Note that any medical documentation provided to substantiate an absence must be dated during the absence itself to be considered for sick benefits.

Absences of four days to six months: Residents must apply for Short Term Disability (STD) benefits for absences greater than 3 days. The Resident shall support the submission of an Attending Physician's Statement (APS) form available from KHSC Occ Health that will contain details of a prognosis and an active treatment plan.

STD Benefits may be maintained and continued until either the end of appointment or for six (6) months, whichever occurs first, see: <https://myparo.ca/your-contract/#salary-and-benefit-continuance>

Absences over six months: In the event a Resident reaches either of the above milestones, (Medical Leave greater than 6 months, or end of appointment) they will move to Long Term Disability (LTD). <https://myparo.ca/your-contract/#employee-benefits>

Process for Reporting Sick Days

- **PK and QBOL:** Contact the site coordinator and preceptor
- **KTI:** Follow the process listed in the Elentra Community:
https://elentra.healthsci.queensu.ca/community/fm:site_resources/kti/sick_daysleave (all contact information is in the FM Elentra Community).
- **BQ:** The resident must inform the faculty that they are scheduled with by phone or text or contact through QHC switchboard (613-969-7400). Please check the [Resident SharePoint Page](#) contact info. If the resident is unable to reach the faculty, please text or call the Site Program Coordinator immediately for assistance.
- **BQ while On-Call:** The Resident is responsible for finding coverage for this shift. If despite best efforts they are unable to find coverage, please notify the Site Director, Lead Resident and Site Program Coordinator of the absence.
- **Enhanced Skills:** Contact the program coordinator and preceptor

Statutory Holidays

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All residents are entitled to the following recognized holidays:

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|-------------------------|------------------------------|
| 1. New Year's Day | 7. Labour Day |
| 2. Family Day | 8. Thanksgiving Day |
| 3. Good Friday | 9. Christmas Day |
| 4. Victoria Day | 10. Boxing Day |
| 5. Canada Day | 11. One (1) floating holiday |
| 6. August Civic Holiday | |

All residents are entitled to at least five (5) consecutive days off during a twelve (12) day period that encompasses Christmas Day, New Year's Day and two (2) full weekends. These five (5) days off are to account for the three (3) statutory holidays (Christmas Day, Boxing Day, New Year's Day), and two (2) weekend days.

If a resident is scheduled to work on a recognized holiday, they shall be entitled to a paid day off in lieu of the holiday to be taken at a time mutually convenient within ninety (90) days of the holiday worked. This does not apply to working on Christmas Day or New Year's Day.

Religious Holidays

See: PGME's [Statement on Religious Accommodations Oct 2024.pdf](#)

Vacation

Residents are entitled to four (4) weeks paid vacation during each year (July 1 - June 30) This may be taken as 20 weekdays (Monday – Friday) and 8 weekend days (Saturday and Sunday).

Vacations may be taken at any time, subject to the PARO-CAHO Agreement:

<https://myparo.ca/your-contract/#vacation>.

Process for Requesting Vacation Days

PK and QBOL: Contact the site coordinator and preceptor

KTI - Vacation requests should follow the process listed in the Elentra Community:

https://elentra.healthsci.queensu.ca/community/fm:site_resources/kti/sick_daysleave

BQ - Due to the specific horizontal, longitudinal nature of the Belleville-Quinte site, the following interpretation of the policy will be in effect:

- 28 days will be taken to mean 4 sets of weekdays (Monday – Friday) and 4 sets of weekends (Saturday, Sunday). Weekday days and weekend days are interchangeable (eg., not strictly 4 Mondays, 4 Tuesdays, 4 Saturdays) as operationally, weekdays and weekend days are more or less identical regarding impact on learning opportunities

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- Vacation days will not be granted during Family Medicine hospitalist weeks (7 days of continuous service) and conversely;
- Family Medicine hospitalist weeks will not be scheduled over vacation requests
- Vacation requests may be denied if they repeatedly prevent scheduling of specific curriculum elements as this is a key component of the Family Medicine-centric, continuous and comprehensive (Triple-C) care we teach and provide.
- To request vacation, please submit requests on the Time Away Request Form on the Resident Sharepoint Site and or email the BQ Program Site Coordinator as far in advance as possible with the request separate from any other email subject.
- The Program Site Coordinator will review any program requirements that may be impacted by this request. The request will then be sent to the Site Director and BQ Lead for final approval and review.

Enhanced Skills

- Contact the program coordinator and preceptor.

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