

## Department of Medicine – Division of Respiratory – Vacation/Conference Request Procedure.

Procedure:

### 1. Residents are required to submit requests as follows:

- **All** requests are to be sent to your Program Administrator via e-mail.
2. The Respiriology Program Administrator will forward your request to the Program Administrator and/or Site Preceptor for the rotation in which you are requesting time off in.
  3. The Preceptor and/or Program Administrator will return endorsed request (approved or denied) to Respiriology Program Administrator.
  4. The Respiriology Program Administrator will enter the request into one45 and e-mail a copy to the Resident.

### **PLEASE NOTE:**

- Vacation requests should be submitted as soon as possible, at least **two (2) full months prior to start date of vacations.**
- Fellows are expected to apprise PA of changes to approved vacation/conference dates.
- Internal Medicine will ask that their residents return to their Program during **Winter Break** which encompasses Christmas Day, Boxing Day, and New Year's Day. When this occurs, the Residents will work 6 days straight and then are given 6 days holidays. Respiriology prefers the Residents stay in Respiriology for the Winter Break. Dates for Winter Break (as per PD) are: *Official Para Winter Break days are Dec 20 – Jan 2. IM Holiday pull back dates for Winter Break are Dec 22 – Jan 3 (Dec 22-27 and Dec 29- Jan 3). Respiriology would prefer to follow the IM dates.* Follow the link to the UofC PGME Vacation Policy - <http://wcm.ucalgary.ca/pgme/files/pgme/uofc-pgme-resident-vacation-policy-revised-july-29-2012.pdf>
- **Exam Study Time** – Fellows are entitled 5 days, however, this includes “writing the exam”, thus you have the time to write the written exam and the time to fly out and attend the oral exam in Ottawa, which in total is approx 5 days. You do not get an “extra 5 day’s” to study.