

RESIDENT PHYSICIAN LEAVE OF ABSENCE FORM

Please refer to the Resident Physician Agreement for provisions regarding the types of leave and entitlements from a service and pay perspective and PGME policies for the impact on training and expectations for attendance. Completed forms must be reviewed by the Residency Training Program and uploaded to the PGME SharePoint with supporting documentation (where applicable); *if forms have not been submitted 4 weeks in advance, please also email pgme@ucalgary.ca and CAL.MedicalEducationOffice@ahs.ca.*

- Resident Physicians are responsible for notifying all programs and persons impacted by their absences (e.g. preceptors, off-service rotations, and extender programs).
- This form is intended for reporting absences that could impact pay and benefits or are subject to additional approval. Wherever possible, Resident Physicians should make efforts to makeup time for short term absences (e.g. medical appointments). The following short term absences are to be reported to and tracked by the Resident Physician's home Residency Training Program and are not submitted on this Form to the PGME and MEO: Vacation, Exam and Study Leave, short term Sick Leave (<5 days), short term Educational Leave (conferences and education linked to the training; 14 days or less), Personal Days, Special Leave, Winter Break (or Alternate Religious Holiday), and PARA Business (PARA Assembly delegates and PARA Executive Board members).
- Extended sick leave (5 days or more) may require additional documentation. Prior to exhausting the paid sick entitlement (90 days with in the Appointment Year), Resident Physicians should contact PARA to apply for the Long Term Disability benefit. Prior to returning, Resident Physicians should identify any functional limitations for assessment and accommodation, as well, an FTE Adjustment Form (completed by the Program) will be required to request part-time training.
- A separate form is required when reporting/requesting different types of leave with consecutive dates or when extending, changing, or returning early from leave.
- **Resident Physicians must monitor their AHS email for correspondence regarding pay and benefits.**

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