## VACATION POLICY

The Diagnostic Radiology Residency Program adheres to both the Professional Association of Resident Physicians of Alberta (PARA) policy on Vacation and the University of Calgary PGME “Resident Vacation Policy”.

However, the Diagnostic Radiology Residency Program also has program-specific guidelines for vacation time which abide by the PARA Contract as follows:

* Vacation is important to maintain physical, mental, and emotional well-being.
* Vacation is typically taken in weekly segments. Part-of-week segments, especially before or after a long weekend, are unfair to fellow residents who must interrupt their own rotations for 1-2 days to cover for people away. Vacation periods may be less than one full week at the discretion of the Program Director.
* All requests for vacation and research days must be received by the chief residents/program admins at least 2 weeks in advance of the date requested.
* Flex days may be requested a minimum of 1 week in advance
* Any type of absence requested with less than two weeks’ notice should go to the Chief Residents and Program Director with explanation
* All requests must be approved by Chiefs and/or Program Director with a signature or approval email then submitted to the Administration team
* **Sick days** will not be assigned in retrospect; therefore, if you have missed a day of work and have not reported your absence in a timely manner it will be considered a vacation or special leave day.
* Residents should avoid taking holidays during RCPSC examination periods in the PGY-5 year (i.e. late May to early June) unless vacation time is used for study purposes.
* Similarly, residents should avoid taking vacation during the American College of Radiology (ACR) exam (usually within the first three weeks of January) and on the Department Research Day (usually May).

*PARA 20.02 Vacation Scheduling*

*c) Applications for vacation shall be made in writing to the Program Director a minimum of eight (8) weeks in advance to ensure appropriate service coverage.*

## Types of Absences

**Vacation days** = 20 per year

**Special leave days** = 5 per year max; program may request valid reason/documentation (for reasonable, unanticipated circumstances, e.g. illness of an immediate family member)

**Flex days** = 4 days with pay per year

**Research Days** = 20 days, total for PGY1 to PGY5

**PARA Winter Break** – 6 consecutive days during last 2 weeks of December. Dates at discretion of the program.

**Sick leave** = any absences greater than 5 consecutive working days are to be reported to the Medical Education Office (AHS). Requires documentation to PGME and MEO.

**Other** = Compassionate, bereavement, maternity/parental, educational (conference), and exam leave. Requires documentation to PGME and MEO. Please refer to the PARA agreement.

## Rotation Specific Absence Policy & Process

Historically the Diagnostic Radiology program has been very flexible and lenient compared to other residency programs in Calgary (many programs have very strict 8 or 12 week policies) in permitting short notice requests for vacation, flex days and research time. This has created difficulty for administration tracking time away from the program and difficulty for the chief residents to manage multiple requests and requests that arrive after the final 2 week schedule has been published. Subsequently plain film assignments are left unread, staff and technologists cannot reach residents that are on the schedule, and other issues frequently arise taking administrative time that would otherwise be used for more productive purposes.

**PROCESS - Foothills Medical Centre**

If you are unable to report for duty (due to illness, family emergency etc.), you are required, as soon as possible, not less than two (2) hours before you are to report to duty to inform all of the following people:

1. **Preceptor** – via pager and/or email
2. **Chief Resident** calgaryradiologyresidents@gmail.com or page
3. Please coordinate with the Chief Residents if call coverage is required
4. **Program Administration Team** - Bonnie.McCardle@ahs.ca AND crystal.ryszewski@ahs.ca

 a) Program administration will notify the film library of your absence

 4. **CT-GU Rotation** – Dr. Jonathan Ehmann jonathan.ehmann@ahs.ca

 5. **MSK II Rotation** – Dr. Arden Lee ardenlee@gmail.com

**PROCESS - Alberta Children’s Hospital – PGY4**

If you are unable to report for duty (due to illness, family emergency etc.), you are required, as soon as possible, not less than two (2) hours before you are to report to duty to inform the following people:

1. **Preceptor** – Seemab.Haider@ahs.ca AND preceptor via page or email
2. **Chief Resident** –calgaryradiologyresidents@gmail.com or page
3. **Program Administration Team**– Cathy.Wall@ahs.ca AND Erin Pridmore erin@mypureform.com AND Bonnie.McCardle@ahs.ca AND crystal.ryszewski@ahs.ca
4. **Call Coverage**– Cathy.Wall@ahs.ca
5. **Post Call** – Cathy.Wall@ahs.ca AND erin@mypureform.com AND calgaryradiologyresidents@gmail.com