

RESIDENT PHYSICIAN LEAVE OF ABSENCE REQUEST

Residents: Please refer to the appropriate article in the Resident Physician Agreement contract for information. Carefully complete this form and submit it to your Residency Training Program with any other Requirements. *Requests should be submitted no later than 4 weeks prior to avoid interruption or issues with compensation and benefits.*

- Sick leaves under 5 days need only to be reported to your program, *do not use this form*
- Sick leaves under 5 days due to COVID symptoms should be reported directly to the MEO, *do not use this form*
- If you also moonlight as a physician extender you must also notify the relevant clinical program
- It is anticipated that missed rotations or required time lost must be made up with equivalent extra time upon the resident's return to their program
- Please note that PARA Resident Physicians will receive regular salary while on medical leave for 90 days each appointment year; they are then required to apply for long term disability. Upon returning the Resident Physician must provide a written letter by their physician indicating their capability to resume training.
- If you require a gradual return to work, or will require an adjustment to your full-time hours, ensure that an FTE- Adjustment form is submitted by your program **ASAP**
- **For urgent requests or changes** contact your Residency Training Program, pgme@ucalgary.ca, and CAL.MedicalEducationOffice@ahs.ca **ASAP**.
- **Monitor your AHS email as some correspondence will be generated automatically by Human Resources.**

--	--
