



## Postgraduate Medical Education

### LEAVE OF ABSENCE POLICY

Circumstances that qualify residents for leaves of absence are:

- Maternity/Paternity/Adoption/Parental Leave;
- Sick Leave;
- Special Leave (Compassionate);
- Educational Leave;
- Others at the discretion of the Associate Dean, PGME.

Leave of absence will not be granted for the purpose of earning income. Salary continuation during the leave is determined by the PARA contract.

On the recommendation of the Program Director, the Associate Dean PGME may grant leaves of absence under these circumstances with the understanding that the promotion/graduation date will move forward by an amount of time equal to the leave.

Programs must track absences and report any absence equal to or greater than 1 block per academic year to the PGME Office. The request should be accompanied by an approval request for a leave of absence and identification of the revised promotion/graduation date.

When a resident is granted a leave of absence due to poor health and/or psychological conditions, the resident should receive appropriate care and support. Such residents should not return to work until ready. Therefore, as a condition of returning to work, the Program Director may require a declaration of readiness to return from a physician or other health professional.

Granting of a waiver of training after a leave of absence is considered to be the exception rather than the standard procedure. Therefore programs and residents must not assume that a waiver will be approved, and should plan the final year of training and graduation date accordingly. Interruption of training does not always affect a resident's ability to sit certification examinations with their cohort (refer to College deadlines). A waiver of training will be considered by the Associate Dean PGME only under the following circumstances:

1. Compliance with the Waiver of Training after a Leave of Absence from Residency policies of The Royal College of Physicians and Surgeons of Canada and The College of Family Physicians of Canada;
2. The resident is in the final year of training, but has not yet taken certification examinations;
3. The waiver requested does not exceed the maximum allowable;
4. The resident will have completed all mandatory components of training;
5. The resident's performance meets the requirements defined by the University of Calgary PGME Committee as follows:

'Satisfactory and better performance (according to recent ITERs and other assessments) in all competencies; and the Associate Dean PGME is assured by the resident's training committee of their confidence that the resident will meet all requirements by end of training if the waiver is granted.'

Approved by PGME Committee - April 18, 2008