

**Leaves which do not need to be reported to PGME and do not extend training:**

- **Conference leave:** Article 13.02
- **Study leave:** Article 13.05
- **Statutory holidays:** Article 23
- **Compassionate leave:** Article 24
- **Annual vacation:** Article 25
- **Sick leave, unpaid leave, maternity and paternity leave** if 13 days or less in duration

**Leaves which need to be reported to PGME and which extend training:**

- **Unpaid leave (LOA) if 14 days or greater** (Maximum duration 12 months). PGME office needs a personal statement from the trainee requesting the leave along with the Program Director's approval. All unpaid leaves need to be approved by the Associate Dean. Article 24
- **Sick leave if 14 days or greater.** A medical note indicating a start and end date is required to go on sick leave. If the medical note does not indicate an end date, another medical note indicating the return to work date is required in order to resume training. Article 28
- **Maternity leave if 14 days or greater** (20 weeks plus a maximum of 2 years unpaid leave) is recorded once the program coordinator confirms the start date. Article 26
- **Paternity leave if 14 days or greater** (5 days paid, plus 5 weeks unpaid paternity leave and a maximum of 2 years unpaid leave) is recorded once the program coordinator confirms the start date. Article 26