

## **PGME Leave Policy**

### **RCPSC Policies and Procedures for Certification and Fellowship (January 2016)**

#### **4.3.2 Policy on Granting a Leave of Absence**

The Royal College and the Collège des médecins du Québec (CMQ) expect that all residents must have achieved the goals and objectives of the training program and be competent to commence independent practice by the completion of their training program. It is understood by the Royal College and the CMQ that residents may require leaves of absence from training. The circumstances that would qualify residents for leaves of absence are determined by the university. It is anticipated that any time lost during a leave will be made up upon the resident's return.

#### **CFPC policy on Leaves of Absence (<http://www.cfpc.ca/LeavesAbsenceWaivers/>)**

Residents in family medicine must successfully complete 24 months of training. Normally these 24 months would be completed in sequence. The postgraduate dean, on recommendation of the postgraduate director of the Department of Family Medicine, may grant interruptions which require a leave of absence from the training programs. It is expected that the resident will make up time lost or rotations missed with equivalent extra time in residency upon his or her return to the program.

#### **FMRQ Collective Agreement**

##### **24.04 Unpaid Leave**

The establishment shall grant the resident who so requests unpaid leave for a maximum duration of twelve (12) months, provided this leave has been previously authorized by the faculty of medicine.

#### **McGill PGME Unpaid Leave Policy**

A resident must request an unpaid leave in writing to his/her Program Director. If the Program Director grants the request, it must be submitted for final approval to the PGME office.

The leave must be approved prior to the leave taking place.

Except in extenuating circumstances, the duration of the leave should not be shorter than one period and should not be longer than 13 periods.

The start and return dates of an unpaid leave must coincide with the period start and end dates.

An unpaid leave will not be granted for situations covered in the FMRQ Collective Agreement (conference leave, study leave, examinations, sick leave, vacation, marriage, parental leave).

An unpaid leave to provide longer vacation time will not be granted.

An unpaid leave may be granted to allow residents to pursue research, educational or other academic activities related to their residency training but requiring absence from the Program.

An unpaid leave can also be granted for exceptional circumstances such as personal difficulties and for humanitarian reasons. The request must be supported by documentation.

Granting of an unpaid leave is at the discretion of the Program Director, and should not, in the opinion of the Program Director, negatively impact the residency program.

An unpaid leave will not be granted for the purpose of generating supplemental income, unless for reasons of extreme financial hardship.

A leave may be revoked by the Program Director if it becomes apparent that the leave is being used for purposes other than those originally approved.

Using a leave for purposes other than for which it was approved for will be considered a breach of Professionalism and may result in appropriate disciplinary measures.