



PGME Leave of Absence Policy

RELATED POLICIES

- 1) **CFPC policy on Leaves of Absence**
 - a. (<https://www.cfpc.ca/en/education-professional-development/examinations-and-certification/certification-examination-in-family-medicine/eligibility-and-application>)
 - b. 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 return to the program.
- 2) **Royal College CBD Technical Guide 6 : Leaves**
 - a. The Royal College and the Collège des médecins du Québec (CMQ) expect that all residents must be competent to start independent practice by the completion of their training program.
 - b. Granting leaves is the authority of the resident's program, as determined by the relevant program and PGME.
- 3) **FMRQ Collective Agreement 2015-2021**
 - a. The rules governing paid leaves are outlined in the FMRQ Collective agreement, Articles 13, 23-26 and 28.
 - b. 24.04 Unpaid Leave: L'établissement accorde au résident qui lui en fait la demande un congé sans solde d'une durée maximale de douze (12) mois en autant que ce congé soit autorisé au préalable par la faculté de médecine.

McGILL PGME UNPAID LEAVE OF ABSENCE POLICY

PREAMBLE

- 1) 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.
 - a. An unpaid leave might be granted for other, exceptional circumstances on a case-by-case basis. The request must be supported by documentation.
- 2) An unpaid leave will not be granted
 - a. for situations covered in the FMRQ Collective Agreement articles pertaining to paid leaves;
 - b. to provide longer vacation time;
 - c. for the purpose of generating supplemental income, unless for reasons of extreme financial hardship;
 - d. for purposes unrelated to their residency program training.
- 3) A leave may be reviewed by PGME 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 may be considered a breach of professionalism and can result in further measures.

PROCESS

- 1) A resident requests an unpaid leave in writing, with supportive documentation, to the PGME Assistant Dean Admissions, Equity and Enrolment for review (resident1.med@mcgill.ca or resident2.med@mcgill.ca).
 - a. [McGill PGME application for unpaid Leave of Absence \(LOA\) Form](#)
 - b. The request will be discussed by PGME with the program director.
- 2) The leave must be approved prior to the start of the leave.



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

McGILL PGME SICK LEAVE POLICY

- The initial note for the start of sick leave can be signed by a physician or nurse practitioner from any jurisdiction.
- McGill PGME may require a reassessment of the leave by a physician or nurse practitioner holding an active practice permit issued by the Collège des médecins du Québec or the Ordre des infirmières et infirmiers du Québec.
- The return-to-work form must be signed by a physician or nurse practitioner holding an active practice permit issued by the CMQ or the OIIQ and must be received by PGME prior to the date of return to work.

History: Since onsite accreditation visit 2019

FPGEC:

- Approved: June 2020
- Approved: December 18th, 2024
- Updated: January 22nd, 2025
- Approved: January 29th, 2025
- Reviewed: April 10th, 2025

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Central PGME policies take precedence over all program-specific policies.