

**University of Toronto, Division of General Surgery  
Residency Training Program  
Vacation Policy**

(Revised as of May 31, 2017)

All vacations for all residents (*both GS and non GS*) must be approved by the GS division head and/or resident site coordinator, in conjunction with the Administrative chief resident, at relevant site.

As per Royal College, Specialty Committee Policy, PGY5 residents are required to complete their residency training until June 30<sup>th</sup> of their final academic year. Any time taken in advance of June 30<sup>th</sup> of their final year must be taken as vacation, academic leave or another leave as outlined below.

**1. Residents are entitled to 4 weeks of vacation per year**

Vacation requests are discouraged during the following periods:

- Last week of June
- First 2 weeks of July
- Periods of time coincident with PGY4 or 5 fellowship interviews
- Vacation leave comprised of 2 consecutive weeks are strongly discouraged; permission can be granted and will be adjudicated by the PD for unusual circumstances.

Priority for vacation will be granted only in the following circumstances:

- Your own marriage
- Marriage of a child, sibling or parent

**2. Residents are entitled to 7 days of professional leave:**

- Priority for professional leave will be given to residents who are presenting a paper or poster at a conference. Highest priority should be considered for *PGY4s*.
- Again 2 weeks of consecutive leave comprised of 1 week of vacation and 1 week of professional leave is strongly discouraged.

**3. Additional Leaves:**

- Residents are entitled to additional leave for examinations
- 1 week of leave free of all clinical responsibilities before each the written and oral Royal College examinations.
- 2 days of leave without clinical responsibilities for each the POS, MCCE2 examinations. The two days include the day of the examinations Note: When multiple residents on the same service require leave for an exam, time will be staggered.
- A maximum of 5 days additional leave will be granted for fellowship interviews. Any days required beyond this must be taken as vacation or academic time
- Note that residents must complete at 75% of the rotation block in order for the rotation to be considered complete.
- Sick days will be considered if the resident is ill. This will require confirmation with a doctor's note if sick leave exceeds several days and if requested
- Parental leave will be granted in consultation with the PD's office
- Conflicts related to vacation allocation will be adjudicated by the Program Director on a compassionate basis.

**Madeline Ng will track vacations taken by residents in the GS training program only**