



Resident Vacation and Leave Policy

1. VACATION

Residents are granted vacation according to the Resident Doctors of BC Collective Agreement Article 13: *“Residents shall be paid for twenty (20) working days annual vacation. It is understood by the parties that twenty (20) working days means a benefit of four (4) calendar weeks; a week is defined as seven (7) consecutive days.”*

In General:

- Only one (1) week will be granted on a one (1) block rotation.
- Maximum vacation is 25% of rotation length.
- Residents are expected to take two (2) weeks of vacation in July-December and two (2) weeks of vacation in January-June.
- Service or site that residents are rotating on have the final approval on all vacations.
- VGH specific:
 - No overlapping PGY1-2 vacations except in special circumstances.
 - No overlapping PGY3-5 vacations except in special circumstances.
 - If a PGY3-5 resident is away, a PGY1-2 on the service cannot be away.
 - Overlapping weekends are to be minimized.
 - Fellow on service gets priority.

2. CONFERENCE LEAVE

- Conference leaves must be approved by service or site that residents are rotating on.
- Residents presenting get priority.

3. DAY OFF IN LIEU OF THE STATUTORY HOLIDAY

Residents are entitled to receive a day off in lieu (DOL) of each statutory holiday worked according to the Resident Doctors of BC Collective Agreement Article 11.5.

- Residents should make every effort to arrange this with service or site that they are rotating on at the time of the statutory holiday.
- DOLs should not be accumulated and cannot be carried over.

4. FLEXIBLE DAYS OFF

Residents may take two (2) paid flexible days off (FDO) per academic year according to the Resident Doctors of BC Collective Agreement Article 19.05.

- FDO be approved by service or site that residents are rotating on. Residents should inform the service or site that they are rotation on **as early as possible** when they intend to take FDO.
- FDOs are not to be paid out and cannot be carried over to the next academic year.

5. SPECIAL DATES

For the academic year 2022-23 **LIMITED VACATION** will be granted for the following dates:

- July 1-12 (for VGH and SPH; other sites subject to Service Chief approval).
- Block 4 (limited vacation for PGY1-2 residents).
- Academic Half Day Symposiums (limited vacation for PGY3-5 residents).

- Winter holiday period (refer to program document for the dates):
 - Reasonable leave is granted for each resident for either Christmas or New Year's assuming appropriate house staff coverage, usually 5 days.

Vacation and Leave Request Process

The process consists of two parts:

1. Submission of all vacation and leave requests to services and sites for approval.
Residents should directly contact either the Service Chief, Fellow or Administrative Staff (refer to the program list of rotation service chiefs and administration staff) they are rotation on to request vacation or leave.
2. Submission of all vacation and leave requests to the program for tracking.
Once the vacation or leave time is approved, **residents should forward the approval email to Jyotica Saini** (jyotica.saini@ubc.ca) for recording on One45.