McMaster University | Postgraduate Medical Education

Request for Leave of Absence

The leave of absence form must first be submitted to the Program Director for approval. The PGME office normally does not need to be informed of leaves that are less than one week (7 consecutive days) in duration.

_____ _____ _____
Name of Trainee   **Training Program**   **Training level**

_____ _____
Start Date of Leave   **Return To Work Date***

Note: If a resident is on leave at the end of one appointment year and the start of another, unused vacation prior to going on leave, and accumulated vacation while on leave, can be carried over to the new appointment year and taken immediately following the end of the leave. Vacation days are paid days, and therefore should be considered as "working days".

Categories of Leaves

1. Medical Leave

☐ Doctor's note may be required by the program if:
- Medical leave is greater than two weeks.
- Learner experiences reoccurring leaves.

Doctor's note is required by PGME if:
- Medical leave is greater than 2 weeks (indicating that the learner is fit to resume training).

2. Pregnancy and Parental Leave

☐ **Pregnancy Leave**

and*/or**

☐ **Parental Leave**

- Learner requests upcoming pregnancy/parental leave by submitting an LOA request form to their Program Director.
- The approved LOA request form is submitted by the program to the PGME office (pgmeres@mcmaster.ca).
- PGME updates HHS HR Services of the upcoming leave.
- HHS HR Services contacts the learner directly to arrange for prepayment of benefits.

Learners requesting a pregnancy/parental leave are strongly encouraged to read Section D: Information on a Leave of Absence (APPENDIX A) of the Leaves from the Program policy for information about applying for Employment Insurance and HHS salary top up during a pregnancy and/or parental leave.

In cases where the birth mother takes both pregnancy __and__ parental leave, the leaves will be entered in MedSIS as a "maternity leave".

3. Leave with Pay (not for pregnancy or parental)

☐ **Paid Leave**
- PGME Associate Dean approval required. Contact pgmedean@mcmaster.ca.

4. Leave Without Pay (not for pregnancy or parental)

☐ **Personal Leave**

or

☐ **Compassionate Leave**

- Learner requests upcoming leave by submitting an LOA request form to their Program Director.
- The approved LOA request form is submitted by the program to the PGME office (pgmeres@mcmaster.ca).
- PGME updates HHS HR Services of the upcoming leave.
- HHS HR Services contacts the learner directly to arrange for prepayment of benefits.

or

☐ **Unpaid Leave**

Learners requesting a **compassionate leave** are strongly encouraged to read Section D: Information on a Leave of Absence (APPENDIX A) of the Leaves from the Program policy for information about applying for Employment Insurance.

Signatures

_____ _____ _____ _____
Trainee Signature   **Date**   **Program Director Signature** **Date**

Note: Hamilton Health Sciences parking that has been deactivated due to a leave, must be reinstated by the trainee two business days before required by contacting parking@hhsc.ca.

Submit signed leave form to applicable contact in the PGME office:
- Residents and Sub-Specialty Residents: Email to **pgmeres@mcmaster.ca**
- Clinical and Research Fellows: Email to **pgmefell@mcmaster.ca**