PGME GUIDE- HOW TO INITIATE AND PROCESS LEAVE OF ABSENCE*

Resident Requested

- Resident approaches Program Director with intent to commence LOA
- Reviews the relevant policy and prepares documentation

Program Mandated

- PD discusses with the RPC circumstances which would require placing resident on a leave
- **Request for LOA form**

Program approval

- Program Director (with RPC) reviews the request and supporting documentation
- PD/PAA sends the approved **Request for LOA form** and other relevant documentation to the PGME Office

PGME Approval

- PGME verifies the information and reviews the form
- *In case of program mandated leave*, consultation with the Associate Dean (or designate) is required

PGME Processing and Notifications

- PGME Office sends resident and the Program the LOA letter outlining the details and expectations from the resident
- Notifies CPSS, CMPA, relevant, health authority, SMA, U of S Registration/Human Resources/Payroll/Benefits Office (when applicable), eHealth
- Makes referrals when requested

Return to the Program

- Resident must be ready to return, fitness to return note might be required (esp. after Prolonged medical leave)
- Resident must provide timely written notice of return to the Residency Program and/or PGME Office
- PGME Office will notify CPSS, CMPA, HA, SMA, U of S Registration/ Human Resources/Payroll to reinstate the resident
- In case of a prolonged leave, Program Director (in consultation with the RPC) will determine If the Graduated return to residency is needed, and what is the appropriate level of training for the resident

*Same process is followed in case of the extension of the leave of absence. There must be a valid reason for extension.