



**UNIVERSITY OF OTTAWA  
Postgraduate Medical Education**

**Vacation Requests - Policy**

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Vacation requests by residents must be made in accordance with Section 11 of the PAIRO/OCOTH Agreement. Article 11.4 of the agreement stipulates that *“requests for vacation shall be submitted in writing to the department head at least four (4) weeks before the proposed commencement of the vacation and not later than February 15<sup>th</sup>. As an exception to the above, each resident taking a certification examination in the spring shall have until one month prior to the date of the examination to make a written request for one week of his/her vacation entitlement.”*

As a local faculty-wide procedure, residents must submit vacation requests of any length, including requests in lieu of statutory days worked or floating holidays, in writing, using the forms and methods as defined by each program.

The request must be submitted first to their home program and if approved to the person responsible for making the on-call schedule and to the rotation supervisor. This must be done in a timely fashion to ensure adequate coverage of professional responsibilities. The initial written request must be copied to the rotation supervisor and person responsible for the call schedule. Requests for vacation must be approved both by the home program, and the current rotation supervisor for residents rotating in other programs, subject to the PAIRO/OCOTH agreement, with respect to vacation approvals and refusals.