

Postgraduate Medical Education Leaves of Absence Policy

Approval Authority: NOSM University Postgraduate Medical Education Committee

Established On: 2019 12 12

Amendments: 2022 12 08

Category: B

1.0 PURPOSE

The Postgraduate Medical Education (PGME) Unit at NOSM University is committed to supporting the wellness of residents including those who require an absence from their program for medical illness or injury. NOSM University adheres to the collective agreement of the Professional Association of Residents of Ontario (PARO) and the Ontario Teaching Hospitals (OTH), and this policy is not intended to supersede this agreement; this policy is intended to ensure clarity in the procedures that are not defined within the agreement, expand upon additional entitlements not included in the agreement, as well as assist programs and residents in the interpretation and application of the agreement.

2.0 SCOPE

This policy outlines the various agreements and policies governing the leave types that NOSM University postgraduate residents are entitled to including: The Professional Association of Residents of Ontario (PARO) and the Ontario Teaching Hospitals (OTH) Agreement, additional NOSM University leave entitlements are found within this policy as well as the Ontario legislated Employment Standards Act (ESA). Together, these documents outline and define all leave types and entitlements NOSM University residents may encounter. In the case that either the PARO-OTH or ESA are amended, this policy will automatically default to those amendments.

3.0 DEFINITIONS

3.1 Appointment

3.1.1 Residency term/contract with NOSM University.

3.2 OTH

3.2.1 Ontario Teaching Hospitals (OTH) is the actual employer of Residents. OTH represents Ontario research hospitals that play a unique and vital role in the province's health care system.

3.3 Desjardins Insurance

3.3.1 Current Long-Term Disability (LTD) provider for residents.

3.4 ESA

3.4.1 Employment Standards Act (ESA), provides the minimum standards for most employees working in Ontario. It sets out the rights and responsibilities of employees and employers in most Ontario workplaces.

3.5 FAF

3.5.1 Functional Abilities Form (FAF) is designed to help workers and employers meet their joint return-to-work obligations. The FAF can be used as a tool to facilitate return to work discussions between the employer and the injured/ill worker. Specifically, through the FAF, the treating health care provider identifies restrictions and limitations as well as recommended accommodations.

3.6 LTD

3.6.1 Long Term Disability (LTD) is a type of insurance policy that protects an employee from loss of income in the event that he or she is unable to work due to illness, or injury. Residents are eligible to apply once their Sick Leave – Salary Continuance has been exhausted. Residents are encouraged to complete and submit an application for LTD insurance to Desjardins 2 months in advance of the long-term disability eligibility date (i.e., after 4 months of Sick Leave – Salary Continuance). Salary and benefits will be maintained and continued until the end of the appointment or for six (6) months, whichever occurs first.

3.7 PaNDa

3.7.1 Pan-Northern Database of Assets (PaNDa) is NOSM University's scheduling and leaves request system.

3.8 PARO

3.8.1 Professional Association of Residents of Ontario (PARO) is the Residents' Bargaining Agent. Members of PARO are, by definition, postgraduate medical residents training in accredited programs which lead to certification by either the Royal College of Physicians and Surgeons of Canada (RCPSC) or the College of Family Physicians of Canada (CFPC), in one of their recognized specialty or subspecialty programs.

3.9 Proration

3.9.1 Where a resident works a partial year, vacation and professional leave entitlement are proportional to the number of days the resident is on service (service being clinical or academic workdays).

3.10 Sick Leave – Salary and Benefit Continuance

3.10.1 The PARO-OTH Collective Agreement provides for salary and benefit continuance for 6 months, or until the end of the appointment year, whichever falls first is required.

3.11 Vacation Accrual

3.11.1 Residents continue to accrue vacation days when they have taken any paid leave.

3.12 Workday

3.12.1 The period of time in a day during which you are typically scheduled to work.

3.13 Assistant Dean, Resident Affairs (ADRA) and Senior Learner Affairs Officer (LAO)

3.13.1 The ADRA and LAO are responsible for coordinating the Postgraduate Education Wellness Program, as well as providing direct supports to residents. The ADRA and LAO also represent the wellness interests of all residents to NOSM University and its programs, including providing education, consultation and supports to faculty and administrators.

4.0 PROCEDURES

Procedure guidelines are maintained in accordance with all three agreements. Leave procedure guides for residents can be found on the [NOSM University PGME Website](#).

5.0 PARO-OTH Collective Agreement: Leave Time and Procedures

Residents are entitled to leave time as outlined within the terms of the PARO-OTH Collective Agreement. Residents must request Leaves of Absence in the [Pan-Northern Database of Assets \(PaNDa\) clinical scheduling and leaves request system](#) with the exception of Pregnancy and/or Parental Leaves and Medical Leaves (details below).

[The PARO-OTH Collective Agreement 2020-2023](#)

5.1 Vacation Leave

Requests for vacation must be made within 4 weeks of the requested date, however, it is recommended that requests be submitted as early as possible to allow for the greatest opportunity for the time to be approved. Vacation entitlements include 4 weeks (28 days) per year. Programs may interpret this as twenty (20) working days and eight (8) weekend days. If a Program Director is concerned that an individual resident would be unable to achieve the educational objectives by taking the desired vacation/leave, the resident should be advised what objectives will not be met and cannot be met in an alternative manner. PARO recognizes and respects that, in some cases, particularly for off-service residents, a determination may not be made until the resident has spent time on the service. If a vacation/leave request would otherwise be granted, as patient care and professional obligations can be met to the hospital's satisfaction, but there is potential that educational objectives may not be met, the Program Director or rotation Coordinator will meet with the resident to discuss contingencies on a case-by-case basis. An alternate time for the vacation must be mutually agreed to within two weeks of the original request being received. Once a Leave of Absence request is submitted, the Program Coordinator and Clinical Preceptor and/or Chief Resident will review the leave in PaNDA and residents will be advised of the outcome by email via nosmpanda@nosm.ca. If a decision is not received within two weeks of the request, the Program Coordinator may approve the leave on behalf of the service or Clinical Preceptor on the grounds of a non-response.

5.2 Pregnancy and Parental Leaves

Details regarding Pregnancy and Parental Leave entitlements and benefits can be found within the PARO-OTH Agreement. The process, however, requires Residents to take the following responsibilities:

- Submit a Pregnancy and/or Parental Leave of Absence Form a minimum of four (4 weeks in advance with the expected leave dates, including if applicable the date the resident is expected to reach 27 weeks of gestation to your Program Coordinator. At 27 weeks' gestation the Program Coordinator will adjust or reschedule rotations or block/modules including call to comply with PARO-OTH call requirements.
- Complete a Leave of Absence submission request in PaNDA indicating anticipated duration of their leave. Dates to be edited upon return-to-work. The form and PaNDA entry are **both** required to be completed. This ensures that all necessary parties are appropriately notified.

- Contact NOSM University Payroll payroll@nosm.ca for any questions regarding the leave, such as continuance of medical benefits, payroll details or eligibility for Supplemental Unemployment Benefit (SUB) Plan (top-up).
- Email payroll@nosm.ca to notify them of your expected delivery date, or last day worked for payroll administration.
- Apply for Employment Insurance (EI) with Service Canada. Residents can apply as early as your last day paid.
- Send a copy of the “My Current Claim” report from the My Service Canada Account as soon as the first EI Payment is received, to payroll@nosm.ca as proof of receipt. This is also needed in order to calculate the PARO Top-up if residents qualify.

NOSM University Payroll will issue the Record of Employment (ROE) directly to Service Canada following the last pay and liaise directly with residents regarding benefits.

The Program Coordinator will ensure that necessary departments and staff are notified of the leave dates including: Clinical Scheduling, Housing, Postgraduate Coordinator Assessment and Evaluation, Program Academics Coordinator, HR Payroll, administrative contact at the teaching hospital and the PGME Registration and Reporting Officer. The Registration and Reporting Officer will subsequently report the absence to the College of Physicians and Surgeons of Ontario (CPSO) as per the expectations and guidelines of the CPSO.

5.2.1 Academic Attendance on Pregnancy and Parental Leaves

Residents on pregnancy or parental leave can observe but not participate in procedural and simulation sessions during academics for insurance purposes. Academic events are not mandatory to residents on pregnancy or parental leave and a resident's attendance at such events is purely on a voluntary basis. Each residency program determines if credit will be granted for attending academic sessions while the resident is on pregnancy or parental leave. Travel reimbursement for academics will ONLY apply when credit is associated with attendance. Information on the program's policy on academic credit during leave can be obtained from your Program Coordinator.

5.2.2 Returning from Pregnancy and Parental Leaves

While on leave the resident will provide an updated [Pregnancy and/or Parental Leave of Absence Form](#) in the event of any changes to the return to work date. In

anticipation of the return, Program Coordinator will ensure that necessary departments and staff are notified of the return including: Clinical Scheduling, Housing, PGME Evaluations and Assessment Coordinator, Program Academics Coordinator, HR Payroll and the PGME Registration Coordinator.

5.3 Sick Days, Sick Leave (Salary Continuance) & Long-Term Disability

If a resident becomes ill, it is of the utmost importance that the resident firstly takes care of their health needs appropriately. If they are able, residents must notify the program and service of any absence as soon as possible.

5.3.1 Resident Sick Days (1 to 5 consecutive days away from work)

Residents missing work due to illness are responsible for:

- Contacting their Clinical Preceptor and or Chief Resident immediately to advise of their absence, and each day for subsequent absence, before the start of each shift to arrange for on-call coverage if necessary.
- Completing a Leave of Absence request in PaNDa to notify the Program Coordinator and document each day of work missed.
- Return-to-Work from Sick Days OR commencing the Sick Leave – Salary Continuance process if away for more than five (5) consecutive days of scheduled work.

5.3.2 Resident Short Term Sick Leave – Salary Continuance (More than five (5) consecutive workdays)

Details regarding salary continuance where the resident cannot perform work due to illness or injury are found within the PARO-OTH Agreement. The process, however, requires Residents to take specific steps per this policy.

Residents missing work due to illness longer than five (5) consecutive shifts are responsible for:

- Contacting their Clinical Preceptor and/or Chief Resident immediately to advise of their absence to arrange for on-call coverage if necessary. The Program Coordinator will follow up with the resident to confirm if this has been completed and if not, they will make appropriate administrative notifications so that the service can make on-call modifications.

- Completing a Leave of Absence in PaNDa indicating anticipated duration of their sick leave. Dates may be edited upon Return-to-Work to reflect accurate return date
- Provide Human Resources Coordinator Payroll, Pension & Benefits (HR Coordinator) with a physician's note to support the need for a medical leave from work, by emailing** payroll@nosm.ca. Obtain the necessary return to work forms to have completed by their treating physician prior to date of return.

***Note all confidential personal health documents are to be submitted to HR Coordinator and NOT to the Program (i.e., Program Coordinators, Program Director, or Clinical Preceptor)*

The Program Coordinator will ensure that necessary departments and staff are notified of the leave dates including: Clinical Scheduling, Housing, Postgraduate Coordinator Assessment and Evaluation, Program Academics Coordinator, HR Payroll, Administrative Contact at the teaching hospital and the PGME Registration and Reporting Officer. The Registration and Reporting Officer will subsequently report the absence to the College of Physicians and Surgeons of Ontario (CPSO) as per the expectations and guidelines of the CPSO.

5.3.3 Returning from Resident Short Term Sick Leave – Salary Continuance (More than five (5) consecutive days away from work)

Residents wishing to return from a Short-Term Sick Leave will complete the NOSM University Functional Assessment Form (FAF) and return this form to NOSM University HR.

- NOSM University HR will provide the resident a Functional Abilities Form (FAF). They may also request the FAF form from the Payroll Coordinator payroll@nosm.ca
- The resident will provide the Payroll Coordinator payroll@nosm.ca the FAF completed by the treating physician or health care provider prior to returning to work.
- The resident will work with the program with regards to a suitable time to return to work.
- The resident will update final leave dates in PaNDa prior to their return.
- As appropriate, the resident will work with the Senior Learner Affairs Officer (LAO) or Assistant Dean Resident Affairs (ADRA) regarding the return-to-work plan. This plan will outline any functional ability restrictions

and accommodations in accordance with the Postgraduate Medical Education Accommodations Policy.

The Program Coordinator will ensure that necessary departments and staff are notified of the return dates including: Clinical Scheduling, Housing, Postgraduate Coordinator Assessment and Evaluation, Program Academics Coordinator, HR Payroll, Administrative Contact at the teaching hospital and the PGME Registration and Reporting Officer. The Registration and Reporting Officer will subsequently report the return-to-work to the College of Physicians and Surgeons of Ontario (CPSO).

5.3.4 Long-Term Disability (more than 6 months of medical leave)

Should a resident be away from service due to illness or injury for a period of 6 months, or to the end of the appointment year, whichever comes first, the resident will apply for long term disability (LTD). As the administrator of the LTD plan, PARO would request that any resident who is applying for LTD connect with the PARO office for assistance in ensuring this process is as seamless as possible.

The NOSM University process that a resident must follow is:

- Complete a Leave of Absence submission request in PaNDa indicating anticipated duration of their LTD. Dates to be edited upon returns-to-work.
- Notify HR Coordinator, then complete and submit an application for LTD insurance to Desjardins. This should be completed 2 months in advance of the long-term disability eligibility date (i.e., after 4 months of Sick Leave – Salary Continuance).

***Note all confidential personal health documents are to be submitted to HR Coordinator and NOT to the Program (i.e., Program Coordinators, Program Director, or Clinical Preceptor)*

The Program Coordinator will ensure that necessary departments and staff are notified of the leave dates including: Clinical Scheduling, Housing, Postgraduate Coordinator Assessment and Evaluation, Program Academics Coordinator, HR Payroll, Administrative Contact at the teaching hospital and the PGME Registration and Reporting Officer. The Registration and Reporting Officer will subsequently report the absence to the College of Physicians and Surgeons of Ontario (CPSO) as per the expectations and guidelines of the CPSO.

Residents wishing to return from Long-Term Disability will:

- Provide Desjardins Insurance with the required documents to be approved to return-to-work.
- Notify HR Coordinator to give the return date with or without modifications.

Residents returning from Long-Term Disability have two options available based on their needs and the circumstances of their return to work. The resident must choose one of the following:

OPTION 1: Return to work with no restrictions or accommodations

- Request a Functional Abilities Form (FAF) from the Payroll Coordinator payroll@nosm.ca
- Provide the Payroll Coordinator payroll@nosm.ca with the Functional Abilities Form (FAF) completed by the treating physician / health care provider prior to returning to work.
- The Resident will work with the program directly on a suitable time to return to work.
- Update final leave dates in PaNDa

OPTION 2: Return to work with restrictions or accommodations

- The resident works with the Assistant Dean, Resident Affairs (ADRA) and the Senior Learner Affairs Officer (LAO) regarding the return-to-work plan. The plan will outline any functional ability restrictions and accommodations if required in accordance with the [NOSM University Academic Accommodations including in the Clinical Environment Policy](#).
- A copy of the final return to work plan will be sent to the Payroll Coordinator payroll@nosm.ca
- Resident updates final leave dates in PaNDa for the whole duration of time off work.

The Program Coordinator will ensure that necessary departments and staff are notified of the return dates including: Clinical Scheduling, Housing, Postgraduate Coordinator Assessment and Evaluation, Program Academics Coordinator, HR Payroll, Administrative Contact at the teaching hospital and the PGME Registration and Reporting Officer. The Registration and Reporting Officer will subsequently report the return-to-work to the College of Physicians and Surgeons of Ontario (CPSO).

5.3.5 Academic Attendance while on Medical Leave

Residents on any medical leave are **not** permitted to attend academics, any program meetings/activities, nor perform any clinical duties. Exceptions will only be granted with written clearance from a treating physician and the insurance carrier.

5.4 Vacation Accrual

Vacation will continue to accrue while a resident is receiving salary and benefit continuance (paid leave). Vacation will not accrue when a resident is on LTD.

5.5 Pro-rating Time

Time variances to a resident's 12-month training year can result in adjustments to the entitlement of vacation available. Proration of vacation and professional leave time occurs in the following scenarios:

- Residents who enroll in a training program in which the entire duration is less than 12 months (e.g., Enhanced Skills training programs).
- Residents who receive credit for previous resident training approved by the College of Family Physicians of Canada or the Royal College of Physicians and Surgeons of Canada.
- Residents who have their residency year extended by approved motion at the Residency Program Committee and training extension ratified by the Associate Dean, Postgraduate Education (AD PGME).
- Residents who begin their programs off cycle from the July 1st annual start date.

The formula for determining Proration is:

- Vacation Pro-rated

FORMULA: Number of exact days in the period multiplied by 0.08.

EXAMPLE: Training period of July 1st to December 31st is 184 days x 0.08 = 14.72 days rounded up to 15 vacation days, inclusive of weekend days.

- Professional Days Pro-rated

FORMULA: Number of exact days in the period multiplied by 0.019

EXAMPLE: Training period of July 1st to December 31st is 184 days x 0.019 = 4 professional days.

Program Coordinators will ensure that appropriate Vacation and Professional Leave adjustments are reflected the PaNDa scheduling system and Residents are notified by email of adjustments when they occur.

5.6 Carry Over

Residents may also carry over unused leave days to the next academic year (for most residents, this will be July 1 – June 30, unless off-cycle) in the event they are unable to use accrued vacation within the year due to being involved with high stakes evaluation periods (AVP or remediations). Program Coordinators will ensure that appropriate Vacation and Professional Leave adjustments are reflected the PaNDa scheduling system.

6.0 NOSM UNIVERSITY LEAVE OF ABSENCE ENTITLEMENTS

In addition to the leave entitlements provided in the PARO-OTH Collective Agreement, the PGME Unit at NOSM University also recognizes the importance of supporting the wellness of residents who have suffered the loss of a family member or friend, who are encountering a personal family situation or who need time away from the program for an educational experience relevant to their current program.

6.1 Bereavement Leave

Where a resident requires Bereavement Leave, they will be granted such a leave upon notifying their Program Director and/or Site Director, and Program Coordinator using the PaNDa scheduling system as soon as possible following a death of their family member or friend. A resident will be granted a leave of absence in order to mourn and attend to arrangements for the number of days set out below without loss of regular pay from regularly scheduled hours.

- Five (5) consecutive working days in the event of the death of a spouse, common-law and same-sex spouse, child, stepchild, father, mother, sister, brother, stepparents.
- Three (3) consecutive working days in the event of the death of a son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparent, grandchild, mother-in-law, father-in-law, grandparents of the employee's spouse, uncle, aunt, niece, and nephew.
- A total of one working day per calendar year in the event of the death of a close friend or a relative not included in the definitions of family above.
- The employee will be entitled to save any portion of the bereavement leave where a service or interment is scheduled at a later date. When travel is required, additional time without pay may be granted.
- Residents who must travel a distance of 300 km or more for the purpose of attending the funeral will be granted an additional one (1) day without loss of pay.
- If, while on another scheduled leave, a resident is bereaved in circumstances under which he/she would have been eligible for leave, the employee is entitled to substitute bereavement leave for the other leave.
- Should the bereavement leave entitlements not be sufficient for the needs of the resident they are encouraged to contact their Program Director or Learner Affairs Officer or Assistant Dean Resident Affairs.

6.2 Compassionate Leave

A resident may request a leave because of a personal family situation or career uncertainty. These leaves will be considered on an individual basis by the Program Director in consultation with the Assistant Dean, PGME & HS or designate and should be entered in the PaNDa scheduling system as an "unpaid leave." The maximum compassionate leave period is normally six months.

The Program Coordinator will ensure that necessary departments and staff are notified of the leave dates including: Clinical Scheduling, Housing, Postgraduate Coordinator Assessment and Evaluation, Program Academics Coordinator, HR Payroll, administrative contact at the teaching hospital and the PGME Registration and Reporting Officer. The Registration and Reporting Officer will subsequently report the absence to the College of Physicians and Surgeons of Ontario (CPSO) as per the expectations and guidelines of the CPSO.

6.2.1 Academic Attendance while on Compassionate Leave

Residents on compassionate leave are **not** permitted to attend academics, any program meetings/activities, nor perform any clinical duties.

6.2.2 Returning from Compassionate Leave

Upon deciding to return to the program, the resident will contact the Program Coordinator to start making necessary arrangements and should also update final leave dates in PaNDa. The Program Coordinator will ensure that necessary departments and staff are notified of the return including: Clinical Scheduling, Housing, Postgraduate Coordinator Assessment and Evaluation, Program Academics Coordinator, HR Payroll, administrative contact at the teaching hospital and the PGME Registration and Reporting Officer. The Registration and Reporting Officer will subsequently report the return to the College of Physicians and Surgeons of Ontario (CPSO) as per the expectations and guidelines of the CPSO.

6.3 Education Leave

A resident may request an unpaid educational leave on the basis that the time away from their residency program to undertake other academic work is relevant to their current program. This must have the support of the resident's Program Director and the approval of the Postgraduate Dean or designate and should be entered in the PaNDa scheduling system as an "unpaid leave." The maximum educational leave period is usually one year.

Leaves beyond one year will be assessed by the Program Director and the Postgraduate Dean or designate.

The Program Coordinator will ensure that necessary departments and staff are notified of the leave dates including: Clinical Scheduling, Housing, Postgraduate Coordinator Assessment and Evaluation, Program Academics Coordinator, HR Payroll, administrative contact at the teaching hospital and the PGME Registration and Reporting Officer. The Registration and Reporting Officer will subsequently report the absence to the College of Physicians and Surgeons of Ontario (CPSO) as per the expectations and guidelines of the CPSO.

6.3.1 Academic Attendance while on Education Leave

While on leave residents can observe but not participate in procedural and simulation sessions during academics, as there is a risk of needle stick or other injury. Academic events are not mandatory to residents on leave and a

resident's attendance at such events is purely on a voluntary basis. Each residency program determines if credit will be granted for attending academic sessions while the resident is on leave.

6.3.2 Returning from Education Leave

Upon deciding to return to the program, the resident will contact the Program Coordinator to start making necessary arrangements and should also update final leave dates in PaNDa. In anticipation of the return, Program Coordinator will ensure that necessary departments and staff are notified of the return including: Clinical Scheduling, Housing, Postgraduate Coordinator Assessment and Evaluation, Program Academics Coordinator, HR Payroll, administrative contact at the teaching hospital and the PGME Registration and Reporting Officer. The Registration and Reporting Officer will subsequently report the return-to-work to the CPSO.

6.4 Short-Term Administrative Paid Leave

In exceptional circumstances, short term administrative paid leaves may be initiated by the program when a resident is well enough to attend work (not on a medical leave), but a program factor precludes them from training such as seeking an appropriate preceptor for exceptional circumstances or awaiting results of an assessment or investigation in order to provide sufficient details to build training plans upon. In these cases, every effort will be made to accommodate a return to clinical training. Programs must get the approval of the Associate Dean Postgraduate Medical Education to approve this leave type and subsequently a program approved plan will be communicated in writing to the resident.

6.4.1 Academic Attendance while on Administrative Paid Leave

During this type of leave, residents are allowed to participate in academics and non-clinical program activities.

7.0 EMPLOYEE STANDARDS ACT (ESA)

Leave entitlements not found within the PARO-OTH Collective Agreement or NOSM University Leave of Absence Entitlements stated within section 5.0 of this policy defer to the Employment Standards Act that can be found at:

[Employment Standards Act, 2000, S.O. 2000, C. 41](#)

Examples of statutory protected leaves are related to but not limited to family caregiver and leave for domestic or sexual violence. It is imperative that residents familiarize themselves

with the ESA processes and work directly with NOSM University HR payroll on all requirements in this regard.

These leaves can be entered into the PaNDa scheduling system under either.

- “Program Approved – Special Leave” (if the program has agreed to the leave in accordance with the ESA as a Paid Leave)
- “Unpaid Leave”
- Supporting documentation will be requested to support the leave in accordance with the stipulations of the ESA.

The Program Coordinator will ensure that necessary departments and staff are notified of the leave dates including: Clinical Scheduling, Housing, Postgraduate Coordinator Assessment and Evaluation, Program Academics Coordinator, HR Payroll, administrative contact at the teaching hospital and the PGME Registration and Reporting Officer. The Registration and Reporting Officer will subsequently report the absence to the College of Physicians and Surgeons of Ontario (CPSO) as per the expectations and guidelines of the CPSO.

7.1 Academic Attendance while on Employee Standards Act (ESA) Defined Leave

Residents on leave are **not** permitted to attend academics, any program meetings/activities, nor perform any clinical duties.

7.1.1 Returning from ESA Defined Leave

Upon deciding to return to the program, the resident will contact the Program Coordinator to start making necessary arrangements and should also update final leave dates in PaNDa. The Program Coordinator will ensure that necessary departments and staff are notified of the return including: Clinical Scheduling, Housing, Postgraduate Coordinator Assessment and Evaluation, Program Academics Coordinator, HR Payroll, administrative contact at the teaching hospital and the PGME Registration and Reporting Officer. The Registration and Reporting Officer will subsequently report the return to the College of Physicians and Surgeons of Ontario (CPSO) as per the expectations and guidelines of the CPSO.

8.0 RETURNING TO TRAINING AFTER EXTENDED LEAVES

It is understood for those residents who maintain a current level of appointment in a residency program that they:

- Will return to a residency program following a leave of absence; and
- Are still registered with the program and comply with annual registration processes and payments, notwithstanding their inactivity. As registered residents, they are still expected to maintain a standard of conduct in keeping with the standards of the residency program, the University, and the medical profession at large.

Failure to meet these two obligations may result in the withdrawal of a resident's appointment in the program.

It is anticipated that the required training missed will be made up with equivalent time and/ or competencies required upon the resident's return to the program. Normally all residents will be required to complete all mandatory and elective components of the program. Exemptions from the time requirements fall within the jurisdiction of the [RCPSC](#) and the [CFPC](#) and may be granted by the RCPSC and CFPC upon recommendation by the resident's Program Director. Normally residents will return to the program at the same level as when the leave was taken.

The Program Director, in discussion with the returning resident, shall determine:

- The appropriate residency level to which the resident might return following the leave (depending upon the length of leave this would normally be at the same level as at the time of leave); and
- The necessary educational experiences required for the resident to complete the residency requirements and goals and objectives of the training program,

Where necessary, the program will refer to the [NOSM University Academic Accommodations including in the Clinical Environment Policy](#), to ascertain program modifications upon a residents return from extended leave.

8.1 Non-Contributory Time

Following a significant leave of absence and to encourage resident success and wellness, the program may recommend a paid period of non-contributory time defined by the program to ensure skill and safety levels. A plan will be approved by the program and communicated in writing to the resident.

9.0 RELATED DOCUMENTS

In support of this policy, the following companions are included:

- [The PARO-OTH Collective Agreement 2020-2023](#)
- [NOSM University Academic Accommodations including in the Clinical Environment Policy](#)
- [Employment Standards Act, 2000, S.O. 2000, C. 41](#)
- [Learner Leave Request Portal Learners Guide](#)

Getting Help

Queries regarding interpretations of this document should be directed to:

NOSM University Postgraduate Medical Education Office: postgrad@nosm.ca

AUTHORITIES AND OFFICERS

The following is a list of authorities and officers for this policy:

- a. Approving Authority: NOSM University Postgraduate Medical Education Committee
- b. Responsible Officer: Associate Dean, PGME & HS
- c. Procedural Authority: NOSM University Postgraduate Medical Education Committee
- d. Procedural Officer: Associate Dean, PGME & HS

Review and Revision History

Review Period: 3 years or as required

Date for Next Review: 2025 12 08