



Policy Name:	Leaves of Absence & Waiver of Training
Application/ Scope:	All PGME Residency Programs
Approved (Date):	FPGME Executive July 30, 2013, Amended April 7, 2015
Review Date:	July 2016
Revised (Date):	
Approved By:	Faculty Executive Council, Sept. 10, 2013 Dean's Council May 12, 2015

BACKGROUND

The training requirements of residency programs define specific competencies attained by residents over specified periods of time. While these requirements are generally completed in sequence, it is recognized that a resident may need to interrupt training for a number of reasons.

It is the expectation that any leave of absence will result in an automatic extension of residency training and will result in a delay of completion of residency training by an amount equal to the duration of the leave of absence.

In all cases, the Residency Program Director, in discussion with the returning resident, should determine the training level to which the resident will return following the leave of absence and the necessary educational experiences required for the resident to attain the goals and objectives of the training program.

A waiver of training should be considered an uncommon request for an exceptional resident following an approved leave of absence.

A waiver of training is not a mechanism by which a resident may be excused from rotations or by which a resident may shorten training in order to finish training earlier than the planned completion of training.

DEFINITIONS

Leave of Absence (LOA) - is an approved interruption of training for any reason. Leaves may be granted for a variety of reasons, but are generally categorized into paid and unpaid leaves as documented in the Professional Association of Residents and Interns of Manitoba (PARIM) – Winnipeg Regional Health Authority (WRHA) Collective Agreement.

Vacation is not considered a leave of absence.

Paid Leaves:

- Medical Illness
- Examination
- Partner Leave
- Compassionate/Bereavement
- Other - at the discretion of the Residency Program Director in consultation with the Residency Program Committee, the Associate Dean, PGME and the WRHA Residency Funding Advisory Committee

Unpaid Leaves:

- Parental
 - Maternity
 - Paternity
 - Adoptive
- Educational
- Other - at discretion of Residency Program Director in consultation with Residency Program Committee and the Associate Dean, PGME

Waiver of Training - is the granting of a reduction of time in residency training by the Associate Dean, PGME, following an approved leave of absence.

Vacation – residents are entitled to four weeks of paid vacation during the academic year (July 1- June 30). Vacation is not considered a leave of absence.

CFPC – College of Family Physicians of Canada

CPSM – College of Physicians and Surgeons of Manitoba

PARIM – Professional Association of Residents and Interns of Manitoba

PGME – Postgraduate Medical Education

RCPSC – Royal College of Physicians and Surgeons of Canada

RFAC – is the Residency Funding Advisory Committee of the Winnipeg Regional Health Authority responsible for decisions pertaining to the funding of residency positions, salaries, on-call stipends and mandatory courses.

WRHA – Winnipeg Regional Health Authority

VENTIS – University of Manitoba computerized Curriculum Management System

1. PURPOSE

- 1.1 Provide guidance to Residency Program Directors and residents on a range of issues relating to approved leaves of absence taken during residency training, including granting of LOA, salary level implications, waiver of training and impact on certification examination eligibility.

2. STATEMENT OF POLICY - LOA

- 2.1 An LOA may be granted for a variety of reasons but must comply with policy established by the Faculty PGME Executive Committee, the Winnipeg Regional Health Authority (WRHA), as well as the accrediting bodies of the Royal College of Physicians and Surgeons of Canada and the College of Family Physicians of Canada.
- 2.2 The decision to grant LOA is at the discretion of the Residency Program Director in consultation with the Residency Program Committee.
- 2.3 The Associate Dean, PGME will advise the CPSM of an LOA under the following circumstances:
 - 2.3.1 The LOA is expected to extend the duration of training/eligibility to practice.
 - 2.3.2 The LOA is for reasons that may interfere with the ability of the resident to practice safe medical care, regardless of the duration of the LOA
- 2.4 All LOA requests must be submitted by the Residency Program Director to the Faculty PGME Office, immediately, but no later than the date of the commencement of the leave.
- 2.5 Continuation of resident payment during an LOA is determined by the PARIM - WRHA Collective Agreement.
- 2.6 A paid LOA will not be granted if the purpose of the leave is to generate supplemental income.
- 2.8 An LOA approved for medical reasons is accompanied by the expectation that the resident must receive appropriate care and support.
 - 2.8.1 Residents requesting a medical LOA must produce a medical certificate to verify that medical care is being received. The medical certificate should establish the anticipated duration of the LOA.
 - 2.8.2 If the duration of the LOA is uncertain, monthly documentation by the treating physician is required and must be submitted to the Associate Dean, PGME.
- 2.9 Except in extraordinary circumstances, a resident participating in remedial training shall not be permitted to take a leave of absence.
 - 2.9.1 In the event that the Program Director determines that a leave of absence is appropriate in the circumstances, the Remediation Program will be considered incomplete. In such event, the Remediation Program will be redesigned by the Program Director, in consultation with the Residency Program Committee, upon the resident's return, taking into account the nature of the deficiencies identified, the performance of the resident to date, and the need continuity of clinical experience.
- 2.10 Resident appeals, remediation/probation rotations will be deferred until a trainee has been cleared to return to his/her Residency Training Program by CPSM.

3.0 PROCEDURES – LOA

3.1 For **LOA Requests**, the following procedures apply:

- 3.1.1 The PARIM – WRHA Collective Agreement establishes entitlements relating to paid and unpaid LOA.
- 3.1.2 Any requests for LOA must be submitted electronically to the Residency Program Director for approval.
 - 3.1.2.1 Residents will follow the Faculty PGME *Request for Leave of Absence process in VENTIS* and submit to their Residency Program Director (Appendix 1).
- 3.1.3 The Residency Program Director, in consultation with the Residency Program Committee will review the request for approval.
 - 3.1.3.1 All approvals of LOA must be in concordance with this policy and with the policies of the RCPSC and CFPC.
- 3.1.4 The Residency Program Director must notify the Associate Dean, PGME, electronically, of all approved LOA, prior to the commencement of the LOA. The following details pertaining to the LOA must be included:
 - 3.1.4.1 Reason for the LOA
 - 3.1.4.2 Starting date of the LOA
 - 3.1.4.3 Expected date of return from LOA
 - 3.1.4.4 Training level of the resident upon return from LOA
 - 3.1.4.5 Revised completion date for the resident's current academic year and promotion to the next training level
- 3.1.5 The Associate Dean, PGME will notify CPSM and WRHA Medical Staff Administrative Services (MSAS) of the LOA.
- 3.1.6 CPSM will suspend the resident's educational licence upon notification of the LOA.

3.2 **During the LOA**, the following procedures apply:

- 3.2.1 The Residency Program Director and the resident will communicate at least monthly with respect to the status of the LOA, for the first year of the LOA, and quarterly subsequent to that.
 - 3.2.1.1 Any changes with respect to the status of the LOA will require consultation with the Residency Program Committee for approval
 - 3.2.1.2 Any changes with respect to the status of the LOA will require notification of the Associate Dean, PGME, with appropriate follow-up action, as required (Appendix 4).
- 3.2.2 Leaves extending beyond one year will require a meeting of the Residency Program Director and the Associate Dean, PGME.

3.2.1.1 A mandated period of re-evaluation of the LOA will be established.

3.2.3 With respect to salary classification, the following principles apply:

3.2.3.1 Residents who have taken LOA of greater than one month will advance to the next level only at the discretion of the Residency Program Director.

3.2.3.1.1 The resident's academic performance, based on formative and summative assessments may be taken into consideration with respect to promotion to the next pay level.

3.2.3.2 Residency Program Directors may decide to promote residents to the next pay level at the beginning of an academic year to allow them to remain with their cohorts, requiring them to make up the leave in their final year of training.

3.3 For **return from LOA**, the following principles apply:

3.3.1 The resident should not return from LOA until he/she is ready.

3.3.1.1 For medical LOA, the Residency Program Director requires from the physician involved in the resident's care, a written medical certificate or declaration of readiness to return as a condition of returning to work.

3.3.1.2 The Residency Program Director, Residency Program Committee and/or the Associate Dean, PGME may request an additional independent medical opinion, in order to ensure the resident's medical fitness to return from the LOA.

3.3.2 For all residents returning from LOA, the Residency Program Director, in discussion with the returning resident, will confirm the following:

3.3.2.1 The training level to which the resident will return following the LOA

3.3.2.2 The educational experiences required for the resident to attain the goals and objectives of training

3.3.3 Residents returning after a prolonged LOA may require a modified educational curriculum and may be assigned to a less advanced training level than that prior to the interruption of training.

3.3.3.1 For residents in RCPSC programs, no assurance can be made that all of the training prior to the LOA will count towards credentialing and eligibility for examination.

3.3.3.2 If it is determined that a modified Residency Program is required, it must be approved by the Faculty PGME Executive Committee and the Associate Dean, PGME.

3.3.4 When the resident is ready to return following an LOA, the appropriate communication is required, as follows:

- 3.3.4.1 The Residency Program Director will follow the Leave of Absence Process in VENTIS to and advise the Associate Dean, PGME of resumption of training **at least one week prior to the date of return** from the LOA (Appendix 5).
- 3.3.4.2 The Associate Dean, PGME will notify the CPSM to initiate reinstatement of the educational licence.
- 3.3.4.3 The Associate Dean, PGME will notify the WRHA Medical Staff Administrative Services (MSAS) to initiate reinstatement of the resident salary, malpractice insurance and other mandatory requirements.
- 3.3.5 In rare circumstances, the Residency Program Committee may decide that it is not appropriate for the resident on LOA to return to the program. This decision must be submitted to and must be approved by the Associate Dean, PGME.
 - 3.3.5.1 The resident will be notified by the Associate Dean, PGME that his/her current Letter of Appointment will be allowed to expire and that he/she will not be re-appointed.
 - 3.3.5.2 Appeals of this decision follow the Faculty and University appeals processes.

4.0 STATEMENT OF POLICY – WAIVER OF TRAINING

- 4.1 Only the Associate Dean, PGME may approve a waiver of training.
- 4.2 A decision to grant a waiver of training can only occur in the resident's final year of the training.
 - 4.2.1 This decision cannot be granted after the resident has taken the certifying examinations.
- 4.3 All waivers of training must comply with the policies of the CFPC and RCPSC (Appendix 3).
- 4.4 A waiver of training will be considered if the resident has met the following conditions:
 - 4.4.1 The resident has successfully completed all mandatory components of training.
 - 4.4.2 The resident's performance has consistently exceeded expectations on assessment for all rotations and the resident has passed all in-training examinations.
 - 4.4.3 There may be exceptional circumstances that would justify shortening the time requirements of the training.
 - 4.4.4 The RCPSC maximum allowable times for waivers of training are as follows:
 - 4.4.4.1 One year program – no waiver allowed
 - 4.4.4.2 Less than one year - for remediation – no waiver allowed
 - 4.4.4.3 Two year program – six weeks waiver allowed
 - 4.4.4.4 Three year program – six weeks waiver allowed

- 4.4.4.5 Four year program – three months waiver allowed
- 4.4.4.6 Five year program – three months waiver allowed
- 4.4.4.7 Six year program – three months waiver allowed
- 4.4.4.8 Internal Medicine and Pediatrics involve three years of core training under the guidance of the Internal Medicine and Pediatric Residency Program Directors followed by two years of subspecialty training under the guidance of different Residency Program Directors. The waivers of training are treated separately for each of the two phases of training, as follows:
 - 4.4.4.8.1 A waiver of training must be recommended by the Internal Medicine or Pediatrics Program Director and approved by the Associate Dean, PGME on the core assessment. A decision to grant a waiver of training is made in the PGY-3 for a maximum duration of six weeks.
 - 4.4.4.8.2 In the subspecialty years, a decision to grant a waiver of training is recommended in final year of training by the Subspecialty Program Director and approved by the Associate Dean, PGME. A maximum six week waiver of training can be taken only in the final year of training.
 - 4.4.4.8.3 If the resident undertakes three years of Internal Medicine or Pediatrics training at one university and transfers to a different university for subspecialty training, then it is the responsibility of the Associate Dean at the corresponding institution to approve the waiver of training.
- 4.4.4.9 In Family Medicine, eligibility for the certification examination and for being granted Certification in the College of Family Physicians (CCFP), the maximum length of a waiver of training for residents is four weeks.
 - 4.4.4.9.1 Family Medicine residents enrolled in enhanced skills programs of one year or less must complete the entire duration of training to be eligible for CFPC examinations leading to certification of special competence and/or attestations of completion of training.

5.0 PROCEDURES – WAIVER OF TRAINING

5.1 Residents may request a waiver of training to their Residency Program, as follows:

5.1.1 Residents must follow the Faculty PGME Waiver of Training Process in VENTIS (Appendix 2).

The request must include the following:

5.1.1.1 The reason(s) for the waiver of training

5.1.1.2 The LOA to which the waiver of training is being applied

5.1.1.3 The revised proposed date for completion of training

5.1.2 The onus is on the resident to justify the waiver of training.

- 5.1.3 It is the responsibility of the resident to submit requests for waiver of training in ample time to allow their review and discussion prior to the deadline for submission of *Confirmation of Completion of Training Form(s)* and/or *Final In-Training Evaluation Report(s)* to the CFPC or RCPSC.
- 5.1.4 It is the responsibility of the Residency Program Director and the Residency Program Committee to review all requests for waiver of training submitted through VENTIS (Appendix 3) in a timely manner upon receipt and to make recommendations to the Associate Dean, PGME, including:
- 5.1.4.1 Approval of the resident's original request for waiver of training submitted through VENTIS.
 - 5.1.4.2 A detailed description of the circumstances pertaining to the request and justification for support of the request for waiver of training
 - 5.1.4.3 Verification that the resident has successfully completed all training requirements of the accrediting colleges and all of the training program's educational goals and objectives
 - 5.1.4.4 Confirmation that the resident will have achieved the required level of competency by the date of completion of training
- 5.2 The Associate Dean will provide written decision(s) regarding waiver(s) of training to the Resident(s), the Residency Program Director(s) and the Credential Committee(s) of the CFPC/RCPSC.
- 5.2.1 Appeals of the decisions regarding waiver of training will follow the Faculty and University appeals processes.

POLICY CONTACT: Associate Dean, PGME

REFERENCES

Royal College Policies and Procedures for Certification and Fellowship, January 2013

4.3.2 Waiver of Training after a Leave of Absence from Residency

http://www.royalcollege.ca/portal/page/portal/rc/common/documents/credentials/policy_procedures_e.pdf

PARIM and WRHA Collective Agreement, 2011-2014

<http://www.parim.org/wp-content/uploads/2012/09/PARIM-Collective-Agreement-2011-2014-Original-Signed-By1.pdf>

McMaster School of Medicine, Waiver of Training Policy

<http://fhs.mcmaster.ca/postgrad/documents/WaiverofTrainingAfteraLeave.pdf>



PGME Process - How to Process Leave of Absence (LOA)

Effective **May 1st, 2014**, Programs are required to follow the LOA process below

The [PARIM Collective Agreement](#) and the [FPGME Leave of Absence Policy](#) must be followed.

RESIDENT/PROGRAM ADMINISTRATOR - complete & submit the LOA Request **4 weeks (normally)** prior to the commencement of the LOA

**** Important: After the Program Administrator submits & approves the LOA Request in VENTIS, they must inform the Program Director to approve the LOA Request. (otherwise the LOA Request will not be escalated to the FPPGME Office for approval).**

RESIDENT – For **Unpaid LOA (Maternity, Paternity or Other)**, **At Least 4 Weeks** prior to the commencement of LOA, the Resident are required to **complete and submit** the [WRHA Request for LOA form](#) regarding their Employee

Benefits directly to the WRHA:
 Medical Staff Administrative Services (MSAS)
 Winnipeg Regional Health Authority/University of Manitoba
 4th Floor – 650 Main Street
 Winnipeg, Manitoba R3B 1E2
msas_residents@wrha.mb.ca

PROGRAM ADMINISTRATOR & DIRECTOR - Review (with supporting documentation) & complete the initial approval of the LOA Request

**** *Medical Leave: Doctor's Note is required & needs to be submitted by either the Program Administrator or the Resident to the FPGME Office.***

Designated FPGME RESIDENT ADMINISTRATOR - receives & verifies the LOA Request information.

PGME ASSOCIATE DEAN – reviews & approves the LOA Request.

CPSM, WRHA/MSAS/EMBASSIES, PARIM & DOCTORS MANITOBA

are notified by the PGME Office about the approved LOA.

When a resident is on an LOA, Licensure with the College of Physician and Surgeons of Manitoba (CPSM) is deactivated for the period of time the resident is on the LOA.

RESIDENT, PROGRAM ADMINISTRATOR & DIRECTOR - receive notification in VENTIS about the LOA

April 2015

Postgraduate Medical Education (PGME)

Process Waiver of Training

1. Trainees and Programs are required to follow the [FPGME Waiver of Training Policy](#) to complete the Waiver of Training in VENTIS.
2. The Waiver of Training is required to be submitted by the trainee in VENTIS with all required information.
3. Waiver of Training Process in VENTIS:
 - Step 1:** Trainee submits the Waiver of Training request in VENTIS with all required information.
 - Step 2:** The Waiver of Training request will go to the Program Director for reviewing and making recommendation (in VENTIS) to the Associate Dean, PGME. The Program Director is required to provide required information and Justification for Support of the Waiver request in VENTIS so that the form can be submitted to the Associate Dean.
 - Step 3:** The Waiver of Training request with a recommendation/justification from the Program Director will go to the Associate Dean in VENTIS for reviewing and making a decision.
 - Step 4:** After the Associate Dean makes the decision (Approve/Decline), the Trainee and the Program Director will receive a notification in VENTIS to obtain the decision about the Waiver of Training request.

References:

- [For Trainee: VENTIS Manual of How to Submit the Waiver of Training in VENTIS](#)
- [For Program Director: VENTIS Manual of How to review the Waiver, provide justification and make recommendation to the PGME Associate Dean in VENTIS](#)
- [VENTIS Manual: Notification after the PGME Associate Dean's decision](#)

Royal College of Physicians and Surgeons, *Policies and Procedures for Certification and Fellowship*, January 2013

4.3.2 Waiver of Training after a Leave of Absence from Residency: A Joint Policy of The Royal College of Physicians and Surgeons of Canada (Royal College) and the Collège des médecins du Québec (CMQ),

Accommodation

The policy detailed in this Section 4.3.2 is subject to the Royal College of Physicians and Surgeons of Canada (Royal College) commitment to accommodate residents with personal characteristics enumerated under applicable human rights legislation, as provided in Sections 4.3 and 6.9 of this guide.

Policy on Granting a Leave of Absence

The Royal College and the Collège des médecins du Québec (CMQ) expect that all residents must have achieved the goals and objectives of the training program and be competent to commence independent practice by the completion of their training program. It is understood by the Royal College and the CMQ that residents may require leaves of absence from training. The circumstances that would qualify residents for leaves of absence are determined by the university. It is anticipated that any time lost during a leave will be made up upon the resident's return.

Policy on Granting a Waiver of Training:

The postgraduate office may allow a waiver of training following a leave of absence, in accordance with university policy and within the maximum time for a waiver determined by the Royal College and the CMQ. A decision to grant a waiver of training can only be taken in the final year of the program but cannot be granted after the resident has taken the certification examinations.

Each university will develop its own policy on whether or not it is willing to grant a waiver of training for time taken as a leave of absence; however, in the case where waivers of training are acceptable to the university, they must be within the acceptable times listed below. In addition, regardless of any waived blocks of training, the decision to grant a waiver of training must be based on the assumptions that the resident will have achieved the required level of competence by the end of the final year of training. A waiver of training can only be granted by the Postgraduate Dean on the recommendation of the resident's Program Director.

Maximum Allowable Times for Waivers:

College of Family Physicians of Canada
Family Medicine – 4 weeks

Enhanced Skills Programs of one year or less – no waiver allowed

Royal College of Physicians and Surgeons of Canada

1. One year programs – no waiver allowed
2. Less than one year for remediation or enhanced skills – no waiver allowed
3. Two years – 6 weeks
4. Three years – 6 weeks
5. Four years – three months



PGME Process - Extension from Leave of Absence (LOA)

Effective May 1st, 2014, Programs are required to follow the LOA process below

The PARIM Collective Agreement and the FPGME Leave of Absence Policy must be followed.

PROGRAM ADMINISTRATOR & DIRECTOR:

1. In discussion with the Resident, confirm that the Resident wants to extend their LOA.
2. Confirm **Date of Return, Training Level, Anticipated Completion of Training** , and **New PGY Change Date (if applicable)**.
2. **ONE Week** prior to the Date of Return from LOA, Complete & Submit the Extension from LOA request through VENTIS.

**** Important: After the Program Administrator submits & approves the Extension from LOA Request in VENTIS, they must inform the Program Director to approve the LOA Request. (otherwise the LOA Request will not be escalated to the FPPGME Office for approval).**

RESIDENT – For **Unpaid LOA (Maternity, Paternity or Other)**, prior to the commencement of the extended LOA, the Resident are required to **complete and submit** the [WRHA Request for LOA form](#) regarding their Employee Benefits **directly to the WRHA:**

Medical Staff Administrative Services (MSAS)
Winnipeg Regional Health Authority/University of Manitoba
4th Floor – 650 Main Street
Winnipeg, Manitoba R3B 1E2
msas_residents@wrha.mb.ca

Designated FPGME RESIDENT ADMINISTRATOR - receives & verifies the Extension from LOA information.

PGME ASSOCIATE DEAN – reviews & approves the Extension from LOA.

CPSM, WRHA/MSAS/EMBASSIES, PARIM & DOCTORS MANITOBA

are notified by the PGME Office about the approved Extension from LOA.

When a resident is on an LOA, Licensure with the College of Physician and Surgeons of Manitoba (CPSM) is deactivated for the period of time the resident is on the LOA.

RESIDENT, PROGRAM ADMINISTRATOR & DIRECTOR - receive notification in VENTIS about the Extension from LOA

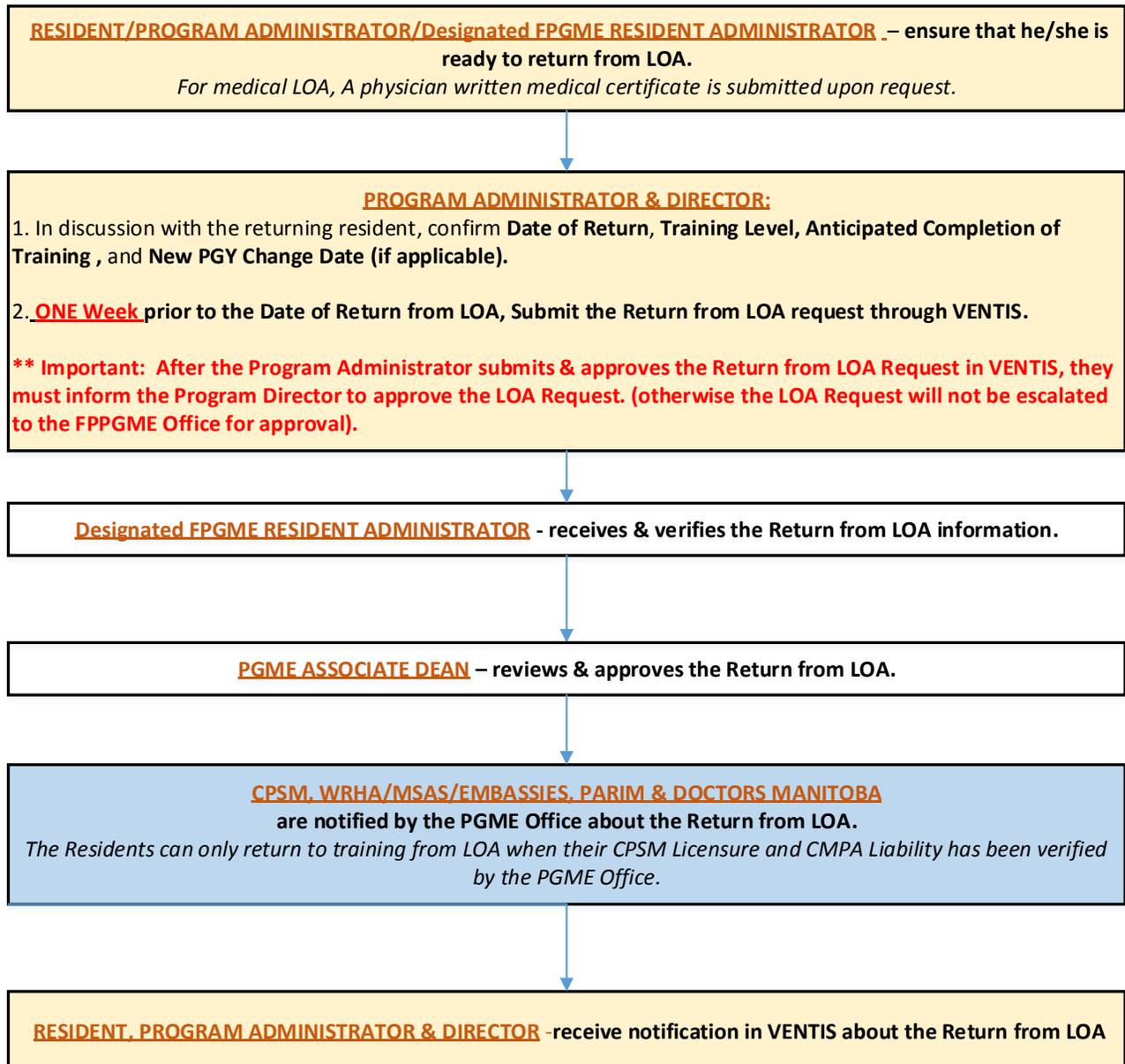
October 2014



PGME Process - Return from Leave of Absence (LOA)

Effective **May 1st, 2014**, Programs are required to follow the LOA process below

The [PARIM Collective Agreement](#) and the [FPGME Leave of Absence Policy](#) must be followed.



October 2014