Processing PGME Leave of Absence (LOA)

Effective May 1st, 2014, Programs must follow the LOA process below:

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

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

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

**PGME ASSOCIATE DEAN** - 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 a LOA, CPSM will suspend the resident’s educational licence upon notification of the LOA.

**RESIDENT** - is notified and start the LOA.

The Resident needs to complete the **WRHA Request for LOA form** regarding their Employee Benefits.

- Check out the **LOA Policy** on the PGME Website.
- Maternity/Paternity/Adoption Leave – Check out the **PARIM website** for more information.

**LOA Approval Process in VENTIS:**

1. Resident/Program Administrator/Program Director submits the LOA Request.
2. Program Administrator is notified.
3. Program Director is notified & approves the LOA Request.
4. FPGME Resident Administrator is notified & approves the LOA information.
5. Associate Dean is notified & approves the LOA Request.
6. Program Director, Administrator, FPGME & Resident receive a notification of the approved LOA.