

**To:** Program Directors, Program Administrative Assistants and Residents  
**From:** Postgraduate Medical Education and Resident Doctors of Saskatchewan  
**RE:** Four Additional Days Off for 2020/2021 Academic Year  
**Date:** October 28, 2020

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This memo is to further clarify for residents and their programs the process for the four additional days off granted by the university. University of Saskatchewan President and Vice Chancellor, Peter Stoicheff, announced on October 13 that all faculty and staff will be given four additional days off from Monday, December 21 to Thursday, December 24, in recognition of commitment to helping guide the university through difficulty these past few months. And that those who, due to operational requirements, may be required to work during the period of December 21-24 be given suitable alternatives. The desire is for all faculty and staff to be able to take full advantage of the additional time off for some much-deserved rest and relaxation.

In recognition that residents are university employees and that they continue to make valuable contributions during the pandemic, residents will be granted four additional days off to be used anytime during the remainder of the 2020/2021 academic year.

**PROCESS:**

- Residents will discuss the days off they wish to schedule with the appropriate Program Directors, Program Administrative Assistants and Chief/Scheduling Residents to get the appropriate approvals prior to taking days off
- Residents may split the four days throughout the academic year (they do not have to be taken consecutively) anytime between October 29, 2020 to June 30, 2021
- These four bonus days:
  - are to be used by June 30, 2021; they will not be paid out or carried over
  - may be combined with other time off if approved by the Program Director
  - are considered non-academic time away from the program (same as vacation days)
  - are in addition to the six seasonal slowdown days and any other leaves
- Use the “other” box on the [PGME Leave Request Form](#) for tracking purposes (these are not considered vacation days, so please do not deduct them from vacation)

Please contact PGME at 306-966-5536 or RDoS at 306-655-2134 should you have questions.