



MEMORANDUM

TO: Program Directors, Program Administrative Assistants, RDoS and PGME Staff
SUBJECT: Unused Vacation Carryover for 2020-2021 Academic Year
FROM: Dr. Anurag Saxena, Associate Dean Postgraduate Medical Education
DATE: November 26, 2021

As per Article 12 of the Collective Agreement, all residents receive 20 vacation days per year and may carry over up to 2 weeks (10 days) to the following year with the approval of the Program Director.

Due to covid, over the last couple of academic years, we have allowed residents to carry over additional days to their next academic year which were to be used within the duration of their residency.

For residents in their final year of training, please ensure that there is a plan in place between the resident and program to use ALL remaining vacation days prior to completion. There should be no need to pay out vacation unless the resident has been redeployed or there was a clinical need for their service preventing them from taking vacation. If a payout is still required due to some unused vacation, the resident and the program (jointly) must provide written justification, signed by the Program Director, as to why the time could not be used. Please note vacation days are an earned benefit which must either be used or paid out. If it is not feasible to be flexible on the 25% time away policy for the resident to use their days, they must be paid out.

For residents not in their final year and being promoted, every attempt should be made to utilize as much vacation as can be used within the current academic year. We will honor past memos and allow extra carry over days, but these days MUST be used prior to the end of training. If a resident is requesting additional carry over days, a plan should be submitted to the program as to how these days will be used to ensure there is no pay out needed at the end of residency.

Please keep in mind that residents are both employees and students in our organization. If required, the employer does have the right to schedule vacation time with appropriate notice. This would be highly undesirable because from a learner perspective, forcing vacations may interfere with the rotations / learning experiences and robust assessments from which learners are being denied an opportunity to learn fully. We prefer that vacation take into account mutually agreed time. The programs cannot have a blanket policy to be applied to all residents (this is also mentioned in the latest iteration of the collective agreement).

We are asking that our programs meet with their residents to review their vacation accumulation and set up a plan to ensure all vacation is used before they complete their training and any carry over is within reason. If there is any vacation pay out required that is deemed unreasonable, ie. the resident didn't feel like taking it, the program will be responsible to share in the cost of the payout.

Essentially what this means is that the programs and the residents need to work on a one-on-one basis and determine what is possible in the current year and what needs to be carried over or paid out. Our intent is that these issues are addressed at the program level, realizing that some rare situations may require consultations with the PGME office / RDoS.

We will need to know the following information from the program by May 31, 2021:

1. Residents completing residency on June 30 (or an alternate for exam eligible final year residents): If there is unused vacation time to be paid out, name, number of days, and written justification.
2. Residents not in the final year and being promoted: the names and number of days approved for carryover by the program.

Please send this information to Ms. Jennifer Dybvig in the PGME office at jennifer.dybvig@usask.ca.

The PGME office will work with all residents, programs and staff during this time, and we are available to answer any questions you may have.

Sincerely,

A handwritten signature in black ink, appearing to read "Anurag Saxena". The signature is written in a cursive, flowing style.

Dr. Anurag Saxena