

## Scheduling Vacations and Other Leaves of Absence

### **Gerald Bronfman Department of Oncology Policy for Oncology Residents**

All Oncology Residents are allowed vacation, study, conference leaves, etc. according to the FMRQ/MSSS Collective Agreement. This will apply to Medical Oncology, Medical Physics, Palliative Care, Radiation Oncology and Surgical Oncology Residents.

#### **Procedure to book time off:**

1. All leave-of-absences must be approved by your Program Director and your attending supervisor prior to the start of a rotation.
2. Once you have their approval, you must contact the Director of Professional Services (DPS) at your assigned base hospital if you are remunerated by RAMQ. (This does not apply to those who are sponsored via an institution or home country.) If you do not inform the DPS you are taking leave and what kind of leave it is, you may have an unpleasant surprise in the form of a bill requesting you reimburse the hospital! Always inform the DPS.
3. Inform your Program Coordinator so that this can be entered into MRES One45.

#### **Conference Leave and Other Educational Expenses**

1. The Gerald Bronfman Department of Oncology will cover expenses related to national and/or international conference(s) or other approved educational costs, with the support of your Residency Program. The allowance is \$2,000 per year. If the total in a given year (July 1 to June 30) exceeds this amount, the difference should be paid by the Resident.
  - Attendance at conferences must be restricted to credible events organized by reputable professional societies, governmental agencies, or established cancer organizations. Residents should beware of vanity conferences by predatory publishers.
  - Travel should always be based on lowest possible economy fare. Flex or full economy tickets are not acceptable.
  - Travel by train should be in economy class.
  - The allowance can also be used to cover expenses related to publication of articles, provided that the article will be submitted to a credible academic journal.
  - The allowance can also be used to cover educational resources or related expenses for earning professional certification, such as registration in professional exams, acquisition of training materials, etc. Prior to submission, the Program Director will need to obtain approval from the Chair and AEC Finance team (these types of expenses are normally paid from PGME funding).
2. The Program Coordinator must send an updated list of new and continuing Residents to Administrative Excellence Center 7 Finance Team ([aec7-finance.med@mcgill.ca](mailto:aec7-finance.med@mcgill.ca)) by the end of the month of June.
3. The Program Director must approve all travel. When you get this permission, send a copy of the email/note to the Program Coordinator, and Inform your attending/DPS as well.

4. Upon your return, send the following to the Program Coordinator:
- A copy of the Conference announcement to confirm the dates/location of the trip
  - E-ticket with **BOARDING PASSES** (this is the only way McGill Accounting can verify a ticket)
  - Copy of your credit card statement with your travel charges (black out all other details)
  - Original receipts – McGill Accounting *does not accept photocopies of receipts*.
  - Your Program Coordinator will process the travel reimbursement form and send you the signature page for you to sign and return. McGill Accounting will only process claims that have an original signature.
  - After this, it will take 2-3 weeks for McGill Accounting to process your claim. The reimbursement is deposited directly into your bank account. Please ensure that your banking information is updated in Minerva.
  - (Expenses related to surgical oncology Residents attending the Canadian Society of Surgical Oncology (CSSO) are covered and are not deducted from the conference/educational stipend since attendance is mandatory in order to participate in the annual Oral Exam.)

### **Types of Leave for Oncology Residents:**

All Residents are governed by the rules of the Collective Agreement of the Fédération des médecins résidents du Québec (FMRQ) even if they are not part of the union. The collective agreement provides detailed information on such topics as vacation/marriage/maternity/paternity/parental leaves, etc. A copy of the current collective agreement can be found at: [http://www.fmrq.qc.ca/formation-medicale/index\\_ang.cfm](http://www.fmrq.qc.ca/formation-medicale/index_ang.cfm).