**Interdepartmental Division of Critical Care Medicine**

***University of Toronto, Critical Care Medicine***

**Vacation/Educational Leave and Not-On-Call Request Form**

**Do not make any firm commitments (i.e. flights, reservations, etc.) without receiving written/email confirmation from your base hospital coordinator.**

**Procedure (IMPORTANT):**

All trainees must submit their completed form to the Education Coordinator, Kasia Briegmann-Samson kasia.briegmann-samson@uhn.ca **AND** tothe appropriate site of where the request is being made (see below)

1. All trainees must submit their completed form tothe appropriate site of where the request is being made (**see below**):

Dr. Diana Castro Morales TGHMSICUEducation@uhn.ca for ***Toronto General Hospital***

Mrs. Claire Lauzon edu.twhicu@gmail.com for ***Toronto Western Hospital***

Mrs. Sheila Hu-Owen Sheila.Hu-Owen@sinaihealth.ca for ***Mount Sinai Hospital***

Ms. Rhoda Ajeigbeccmeducation@smh.ca for ***St. Michaels Hospital***

Dr. Jutamas Saoraya Jsaoraya@gmail.com for ***Sunnybrook Health Sciences Centre***

1. It is your responsibility to request Not On-Call the last Sunday of the rotation, if you are approved off the first week of the next rotation block.
2. All requests should be submitted **at least 4 weeks before** the proposed request is set to begin.
3. Should a request be denied, a reason must be provided in writing and an alternative time must be agreed to within **two (2) weeks** of the request being made.
4. Not-on-call requests may be submitted; however, they are subject to approval and may not be guaranteed.

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| **TRAINEE INFORMATION** |
| **Date Request Submitted** (*MM DD, YYYY*):  |  |
| **Name: ­­­­­­­­­­­­­­­­­­** |  |
| **Phone #:**  |  | **E-Mail:**  |
| **ROTATION INFORMATION** |
| **Block (#):** |  | **\*Rotation Name:**  | **\*Site:**       |
| **Dates Requested:**  |
| (*All vacation requests must be Mon-Sun or Sat-Fri and may include only one weekend*) |
| **If Unavailable, alternate Request:**  |
| *(Providing alternate dates reduces approval time significantly)* |
| **TYPE OF REQUEST** |
| **[ ]  Vacation** | **[ ]  Conference/Educational Leave** | **[ ]**  | **Personal Day** |
| **Other:**  |
| **[ ]  Holiday Block XMAS** (*Dec 22-26, 2023 inclusive*) | **OR** **[ ]  Holiday Block NYE** (*Dec 28, 2023 – Jan 1, 2024 inclusive*) |
| *(All trainees must be present for the changeover date – December 27, 2023)* |
| **[ ]  Exam/ Interview** | **Details:** |  |
| **[ ]  Not On-Call Request** | **Reason:** |  |

\*Pay close attention to details of your rotation site, as vacation requests submitted and approved by the wrong site will not be automatically honored.

For Office Use Only:

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Program Coordinator Date

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ADMINISTRATIVE OFFICE – Vacation Site Date