



VACATION/CONFERENCE REQUEST FORM

PROCEDURE:

1. IMPORTANT:

Vacation requests must be approved by your Hospital Chief AND forwarded to ohns.educationcoordinator@utoronto.ca AND paolo.campisi@sickkids.ca.

Failure to comply can result in a decline of your request. See reverse for Med. Education Office contacts.

2. Excerpt from the agreement between PARO-CAHO (11.4): *Requests for vacation shall be submitted in writing to the department head at least four (4) weeks before the proposed commencement of the vacation and not later than March 1.*

NAME: _____

BASE HOSPITAL: _____ LEVEL OF TRAINING: _____

E-MAIL: _____ PAGER #: _____

SERVICE AT TIME OF ABSENCE (if Off-Service) _____

SITE AT TIME OF ABSENCE: _____

DATE REQUEST SUBMITTED: ____ / ____ / _____

TIME AWAY DATES REQUESTED (INCLUSIVE):

Please indicate the nature of the request:

- | | | |
|------------------------------------|---|---------------------------------------|
| <input type="checkbox"/> Vacation | <input type="checkbox"/> Conference/Education Leave | <input type="checkbox"/> Study Leave |
| <input type="checkbox"/> Interview | <input type="checkbox"/> Personal | <input type="checkbox"/> Religious |
| | | <input type="checkbox"/> Other: _____ |

PLEASE CONFIRM VACATION APPROVED PRIOR TO MAKING ANY FIRM COMMITMENTS (i.e. flights, reservations, etc.)

APPROVAL:

CHIEF RESIDENT

DATE

- NOTIFIED: HOSPITAL CHIEF
 PROGRAM DIRECTOR

CONTACT INFORMATION FOR VACATION REQUESTS

<u>Site Hospital</u>	<u>Admin Assistant</u>	<u>Hospital Chief</u>
University Health Network	Laura Di Liddo Laura.Diliddo@uhn.ca	Dr. Ralph Gilbert
SickKids Hospital	Vicky Papaioannou vicky.papaioannou@sickkids.ca	Dr. Blake Papsin
St. Michael's Hospital	Julie Chapman julie.chapman@smh.ca	Dr. Jennifer Anderson
Sunnybrook Health Sciences Centre	Oriana Canario Oriana.Canario@sunnybrook.ca	Dr. Danny Enepekides
North York General Hospital	Sophia Chung Sophia.Chung@nygh.on.ca	Dr. Everton Gooden
Sinai Health Systems	Caroline Prato cprato@mtsinai.on.ca	Dr. Ian Witterick
Michael Garron Hospital	n/a achiodo@rogers.com	Dr. Al Chiodo
Trillium Health Network	n/a y.chan@utoronto.ca	Dr. Yvonne Chan
FPRS	Janet paa@dradamson.com	Dr. Peter Adamson

Don't forget to CC ohns.educationcoordinator@utoronto.ca AND paolo.campisi@sickkids.ca