



**VACATION/CONFERENCE REQUEST FORM**

**PROCEDURE:**

**1. IMPORTANT:**

Vacation requests must be approved by your Hospital Chief AND forwarded to [mike.figueiredo@utoronto.ca](mailto:mike.figueiredo@utoronto.ca) AND [paolo.campisi@sickkids.ca](mailto: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:**

\_\_\_\_\_  
HOSPITAL CHIEF

\_\_\_\_\_  
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 <a href="mailto:Laura.Diliddo@uhn.ca">Laura.Diliddo@uhn.ca</a>	Dr. Ralph Gilbert
SickKids Hospital	Aja Dykes <a href="mailto:aja.dykes@sickkids.ca">aja.dykes@sickkids.ca</a>	Dr. Blake Papsin
St. Michael's Hospital	Julie Chapman <a href="mailto:chapmanj@smh.ca">chapmanj@smh.ca</a>	Dr. Jennifer Anderson
Sunnybrook Health Sciences Centre	Oriana Canario <a href="mailto:oriana.canario@sunnybrook.ca">oriana.canario@sunnybrook.ca</a>	Dr. Joseph Chen
North York General Hospital	Michelle Clarke <a href="mailto:michelle.clarke@nygh.on.ca">michelle.clarke@nygh.on.ca</a>	Dr. Everton Gooden
Mt. Sinai Hospital	Caroline Prato <a href="mailto:cprato@mtsinai.on.ca">cprato@mtsinai.on.ca</a>	Dr. Ian Witterick
Toronto East General Hospital	Roselle Matriz-Arancillo <a href="mailto:arubamatriz14@gmail.com">arubamatriz14@gmail.com</a>	Dr. Al Chiodo
Trillium Health Network	n/a <a href="mailto:jmendelsohn@thc.on.ca">jmendelsohn@thc.on.ca</a>	Dr. Jeffrey Mendelsohn
OMFS	Janet Theisen <a href="mailto:paa@dradamson.com">paa@dradamson.com</a>	Dr. Peter Adamson

Don't forget to CC [mike.figueiredo@utoronto.ca](mailto:mike.figueiredo@utoronto.ca) AND [paolo.campisi@sickkids.ca](mailto:paolo.campisi@sickkids.ca)