

Division of Emergency Medicine: Leave Request Form 2025-26

****Forms that are not approved/ signed by the program, are NOT valid and should not be processed.****

****Please allow seven business days to receive approval from the program.****

Date Submitted (mm, dd, yy)		
Name		
PGY Level		
E-mail		
Tel		
Service & Block at Time Requested		
Start Date (mm, dd, yy)		
End Date (mm, dd, yy)		
Number of Days Requested *When requesting lieu day, proof of having worked on a stat holiday is to be submitted with the request	Vacation Days:	Professional Days:
	Lieu Days:	Float Day: Click here to enter text.
Notes/alternate date request	Click here to enter text.	

PROGRAM APPROVAL: _____

APPROVAL OF ROTATION COORDINATOR
OR CHIEF RESIDENT: _____

(At the time of the request)

Academic Full Day: TUESDAY		
2025-26 MANDATORY Days*	Vacation Discouraged*	
THURS July 17	DoM Welcome Event (PGY 1)	Pediatric Simulation Days
August 5 PM	TIDES (PGY 1), In person	Skills Days
April 28 PM	TIDES (PGY3), In person	
October 7	OSCE (PGY 1, PGY 2 assist)	Disaster Management Day
October 21	CITE Exam Fall	PGY 2 Simulation
March 17	CITE Exam Winter	
November 11	Internal Program Review	PGY 4 Simulation
December 2	Program Oral Exam Winter	Please refer to the Clinical Scheduling and Academic Day Attendance Policies for more information..
May 26	Program Oral Exam Spring	
January 26-27	CaRMS Interview Days	
May 12	Visiting Professor/Research Academic Day	

* In keeping with the PARO-OTH Collective Agreement, exceptions will be managed on a case by case basis. Please reach out to the PD to discuss.

These dates are subject to change; please check with the program first. **Do not book travel until your vacation request is approved by both program and rotation.** Any request on the date of a mandatory program event will be reviewed on a case by case basis. If you take vacation while on Core EM, both your core site and HSC should be informed.

If your plans change and you do not take a vacation/lieu day as scheduled, it is your responsibility to inform the program **before or by the day of the time booked to cancel it.** Requests to make changes to days off AFTER the date has passed will not be honoured.

If you have any questions, please contact program.em@utoronto.ca.