

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 your own respective Program Administrator **AND** to the 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.twicu@gmail.com for **Toronto Western Hospital**

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

Ms. Rhoda Ajeigbe ccmeducation@smh.ca for **St. Michaels Hospital**

Mrs. Meredith Malloy Meredith.Malloy@sunnybrook.ca 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.

TRAINEE INFORMATION

Date Request Submitted (MM DD, YYYY):

Name:

Phone #:

E-Mail:

ROTATION INFORMATION

Block (#):

*Rotation Name: ICU

*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: Orthodox Easter (religious holiday)

☐ 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, 2022)

☐ 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:

Program Coordinator

Date

ADMINISTRATIVE OFFICE – Vacation Site

Date