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## Teacher Tip Sheet: Supporting Resident Time On and Away from Rotations

Questions regarding resident time on or away from rotations? Please consult your local PG Site Director as a first step - <https://psychiatry.utoronto.ca/hospital-sites-rotations>

### Frequently Asked Questions (FAQs)

**1. How do I respond to a vacation/professional leave request when I'm concerned that resident absences from the rotation will negatively impact on the educational experience?**

From a residency program perspective, residents must be present on their rotation for enough time to be observed meeting rotation specific competencies as outlined in the ITAR (in training assessment report).

A vacation or professional leave request can be modified or declined within the provisions of the PARO collective agreement. As per PARO:

*"...the timing of vacation may be delayed only where necessary, having regard to the professional and patient responsibilities of the hospital department for the time the vacation is requested."*

*"All vacation requests must be confirmed or alternate times agreed to, in accordance with Article 11.2, within two (2) weeks of the request being made. Where the hospital department rejects the vacation request, it will do so in writing and include the reasons for rejecting the original vacation proposal."*

#### Examples

- 1-month rotation > 1 week of vacation or professional leave
- 2-4 month rotations > 3-4 weeks of vacation + professional leave

Both examples above would likely limit a resident's clinical learning and formative assessment opportunities. However, *all vacation/professional leave requests should be considered on a case-by-case basis* as PARO does not support programs/hospital departments setting pre-determined limits on how much vacation or professional leave a resident can take on a rotation, within the allotment provided in the collective agreement.

**2. The resident I'm supervising is away a lot during the week at a variety of activities. Is there a minimum time on rotation that a resident must fulfill?**

Please see information below under the heading "The Basics". Residents with accommodations or who have enhanced support plans may have a modified rotation schedule with longer rotations. Guidance will be provided by residency program leadership



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in these circumstances (see residency program Accommodations Guidelines and Resident Assessment and Support Subcommittee Terms of Reference for details).

**3. A resident has requested time away for a religious holiday outside of the usually observed statutory holidays. How should I approach this request?**

**Religious Holidays/Accommodations**

As per guidance from the University of Toronto and PARO:

<https://www.viceprovoststudents.utoronto.ca/student-resources/rights-responsibilities/accommodation-religious/>

*It is the policy of the University of Toronto to arrange reasonable accommodation of the needs of students who observe religious holy days other than those already accommodated by ordinary scheduling and statutory holidays.*

Religious Holidays/Accommodations

<https://myparo.ca/updated-program-admin-guide-2/>

- *Under the Ontario Human Rights Code employers have the duty to try and accommodate religious leave requests, to the point of undue hardship.*
- *The service should make every reasonable effort to not put the resident on call during any religious observance.*
- *Generally leave requests for religious holidays are negotiated on a case-by-case basis between the resident and the service.*
- *Generally, solutions do not require residents to use vacation or professional leave time to have the requested religious leave granted.*

Residents should advise hospital site PG Site Director and supervisor(s) in advance of the start of a rotation of any days that they are requesting to have off due to religious holidays and accommodations similar to the request for vacation/leave. These requests must be considered alongside requests for time away from rotations for vacation/education leave and other time away (e.g. for AHD, post-call days, mandatory protected education days in residency program etc.).

Residents with significant absences from a rotation must be made aware, as needed, that the absences may impact on their capacity to have exposure to and be observed in clinical experiences/work-placed based learning and assessment to meet rotation specific competencies. It would be reasonable in these cases to re-negotiate any vacation/leave requests that have not already been approved to support time away for religious holidays.

*Please consult with your local (hospital/training site) PG Site Director for further guidance if you have any questions.*

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## The Basics

- To support robust learning experiences residents must maintain 3-3.5 days per week on their core rotation exclusive of longitudinal residency program activities (call, psychotherapy and any other protected time) – this is a RCPSC accreditation standard
- Between PGY2-5, residents have between 4-6 hours per week protected for psychotherapy patients and supervision – this should, in general, be integrated into the week as most residents are not able to book all patients and supervision in a single half-day
- Academic half-days (AHD)
  - PGY1, 3, 4, 5 on Wednesday morning and PGY2s on Wednesday afternoons
  - PGY5 on Thursday afternoons from July-December (starting July 1, 2025) and from January-June PGY5s have a half-day self-study time per week (recommended Thursday mornings for consistency)
  - In addition to AHD residents also have:
    - PGY1s – outpatient half-day longitudinally during year
    - PGY2s and 3s have Administrative and Psychotherapy (A&P) time on Wednesday mornings (PGY2) or afternoons (PGY3)
    - PGY4s have RC Exam study time Wednesday afternoons from July-May
- Chief/Lead/Senior Administrative residents have up to a half-day protected per week for administrative duties – in general should be integrated throughout the week to account for a variety of meetings and activities across the week
- Clinician Scholar/Scientist Program (CSP) and CResT (Clinician Researcher Track) residents have a half-day protected for research activities and must still maintain 3-3.5 days attendance minimum on core rotations – this may mean that on weeks when residents are post-call and have other protected academic time, protected research time is deferred or reduced in discussion with primary supervisors and the PG Site Director as needed

## Vacation/Education Leave Requests

- Requests must be submitted at least 4 weeks in advance
- Response within 2 weeks of request from hospital/site
- Residents must use the residency program's vacation/professional leave request form on website (PGY1 Psychiatry and PGY2-5 rotations) - <https://psychiatry.utoronto.ca/current-academic-year-documents>

## Annually as per the PARO Collective Agreement

- 4 weeks paid vacation
- 7 days of Professional/Educational leave
  - During the year that resident is writing RC exam they also have:
    - 7 days of PARO exam leave that can be taken consecutively or split between written and practical exam (includes weekends)
    - 5 consecutive weekdays (Monday-Friday) granted from residency program to attend a Psychiatry review course
- If a resident works a statutory holiday, they can request a lieu day within 90 days of the holiday worked – please contact residency program administrator with any questions about



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such requests at [postgradoffice.psych@utoronto.ca](mailto:postgradoffice.psych@utoronto.ca) (e.g. to confirm that a resident has worked a statutory holiday, especially if lieu day is taken in the subsequent academic year or a different rotation)

### **Resources**

Residency Guidelines <https://psychiatry.utoronto.ca/policies-and-guidelines>

PARO Collective Agreement <https://myparo.ca/your-contract/>

Residency Committees and Subcommittees <https://psychiatry.utoronto.ca/postgraduate-committees>