Processing PGME Leave of Absence (LOA)

Effective **May 1st, 2014**, Programs must follow the LOA process below

RESIDENT/PROGRAM ADMINISTRATOR - **complete & submit the LOA Request 4 weeks prior to the commencement of LOA**

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PROGRAM ADMINISTRATOR & DIRECTOR - **Review (with supporting documentation) & complete the initial approval of the LOA Request**

** *Medical Leave: Doctor's Note is required & needs to be submitted by either the Program Administrator or the Resident to the designated PGME Resident Administrator.*

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Designated FPGME RESIDENT ADMINISTRATOR - receives & verifies the LOA Request information.

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PGME ASSOCIATE DEAN - approves the LOA Request.

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CPSM, WRHA/MSAS/EMBASSIES, PARIM & DOCTORS MANITOBA

are notified by the PGME Office about the approved LOA.

When a resident is on a LOA, CPSM will suspend the resident's educational licence upon notification of the LOA.

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RESIDENT - is notified and start the LOA

The Resident needs to complete the WRHA Request for LOA form regarding their Employee Benefits.

- Check out the LOA Policy on the PGME Website.

- Maternity/Paternity/Adoption Leave – Check out the PARIM website for more information.

LOA Approval Process in VENTIS:

Resident/ Program Administrator /Program Director submits the LOA Request → **Program Administrator** is notified → **Program Director** is notified & approves the LOA Request → **FPGME Resident Administrator** is notified & verifies the LOA information → **Associate Dean** is notified & approves the LOA Request → **Program Director, Administrator, FPGME & Resident** receive a notification of the approved LOA