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PGME Fellowship Leave of Absence Procedure and Guidelines

Office of Accountability:	Faculty of Medicine & Dentistry (FoMD)
Office of Administrative Responsibility:	Postgraduate Medical Education (PGME)
Approver:	Fellowship Education Committee (FEC)
Classification:	Governance and Administration
Scope:	Fellowship Programs and Areas of Focused Competency (AFC)

Purpose

The Postgraduate Medical Education Office (PGME) recognizes that circumstances may arise that require a Fellow to be absent from training of variable duration from the postgraduate fellowship or AFC program in which they are enrolled. In such instances, the Fellow may request a Leave of Absence for a specified period of time, and in accordance with the provisions of the Fellowship Leaves of Absence Guidelines.

The purpose of this guideline is to outline the principles behind granting requests for a leave of absence in fellowship programs as well as AFC fellows who are not funded through a PGY residency year.

Leaves of Absence for AFC trainees that are doing their AFC Fellowship concurrently with a PGY Residency year will be governed by the "[PGME Leave of Absence Policy](#)" for Resident Physicians at the University of Alberta.

PROCEDURE

1. To meet the educational requirements for Fellowship training, all leaves of absence must be reported to the PGME Office. Interruptions which require a leave of absence may be granted by the Postgraduate Dean or Postgraduate Fellowship Director on recommendation from the program.
2. Fellows are asked to complete the Fellows Leave of Absence Form available on the PGME website to request a leave of absence from the program and submit to their Fellowship Director and educational supervisor for approval. The program will subsequently forward to the PGME Fellowship Director (pgfellow@ualberta.ca) for final approval.
3. Leave forms should not be processed retroactively but understanding for unforeseen circumstances will be permitted.
4. The Postgraduate Medical Education office typically does not need to be informed about leaves less than five (5) working days.



GUIDELINE

1. These guidelines will be reviewed every four (4) years by the Fellowship Education Committee.
2. Leave of absence requests will be addressed in a respectful and confidential manner with the well-being of the fellow as a priority.
3. Fellows with unexpected or long term leaves of absence will be encouraged to enlist the support of the Office of Advocacy and Wellness (OAW), University of Alberta.
4. The following are the minimum leave guidelines supported by the Fellowship Education Committee, PGME. Fellowship programs, at their discretion and in discussion with sponsoring fiscal agencies, can grant additional leave and/or fiscal support.
 - a. Two (2) calendar weeks paid parental leave.
 - b. Sixteen (16) weeks maternity leave.
 - i. Two (2) calendar weeks at full pay (as per above parental leave).
 - ii. Fourteen (14) calendar weeks unpaid.
 - c. Five (5) working days of paid sick, compassionate or bereavement leave.
 - i. In discussion with the Fellow, the Fellowship Director and/or the input of the Office of Advocacy and Wellness, additional days of sick leave may be taken but will be unpaid.
 - ii. Referral to OAW is strongly recommended for any chronic (non-parental) or unexpected leaves.
5. Fellows are not entitled to personal days.
6. Leave of absence resulting in significant missed educational experiences greater than two (2) weeks, must be made up with equivalent educational time in training upon the trainee's return to the program. For those Fellows with expected or accelerated achievement, two to four (2-4) weeks of educational time grace may be granted for leaves > two (2) weeks at the discretion of the Fellowship Director.
7. All leaves are required to be requested by the Fellow and signed off by the Fellowship Director using the Fellowship Leave of Absence Form. This form should be kept on file by the Program and by PGME for tracking of educational time purposes.
8. Fellows are entitled to four (4) weeks of paid vacation in a year.
 - a. Vacation shall be taken at a time that is mutually agreed upon between the Fellow and the Fellowship Director. If a mutually agreed time cannot be identified, the Fellowship Director shall schedule the vacation period and shall provide the Fellow with at least eight (8) weeks' notice.
 - b. Vacation is typically taken in any combination of weekly segments.
 - c. Applications for vacation shall be made to the Fellowship Director a minimum of eight (8) weeks in advance in order to ensure appropriate service coverage.
 - d. The Fellowship Director shall make a reasonable effort to accommodate the Fellow's request for vacation time.