



UBC Department of Dermatology and Skin Science Resident Leave and Travel Policy

Vacation

Each Resident is entitled twenty (20) working days annual vacation. The program recommends that residents take ten (10) working days in each half of the academic year and where the vacation starts on a Monday and ends on a Friday without interruption. Vacation days cannot be carried over to the next academic year. Resident are required to submit their vacation request three months in advance in order to secure their vacation dates.

Flex day

Each Resident is entitled to take two (2) paid flexible days off (FDO) per Academic Year. FDOs cannot be carried over to the next Academic Year. Flex day request does not require three-month notice, but it should be submitted as soon as possible in order to minimize the impact on clinics.

Sick Leave

When a resident needs to take a sick, the resident needs to call the clinic to inform the clinic preceptor and email Leanne Li (leanen.li@ubc.ca) for notification.

Conferences/Educational Leave

The Program will grant educational/conference leave of five (5) days per academic year for Residents. In extraordinary circumstances, additional time may be granted at the discretion of the Program Director in consideration with faculty supervisors. Resident are required to submit their conference & educational leave three months in advance in order to secure their time off.

Residents are allowed to use their RAF (Resident Activity Funds) to support their travel to attend conference without delivering a presentation. They can apply for extra funding if they present. They can submit their extra funding request through the Resident Leave Request Form and it may be granted at the discretion of the Program.

Residents are required to complete the Resident Leave Request Form and submit it to Leanne Li (Leanne.li@ubc.ca) when they request for Vacation, Flex day and Conference & Educational leave. Leanne will inform the residents if their leave request has been approved and notified their preceptors if approved.

Please note the above policy applies Dermatology Residents R2s to R5s. R1s would follow the relevant policy in their BCY site programs. Regards to non-derm elective of R2s, residents would submit their vacation request to the elective programs directly and forward their approval to Leanne Li.