

**St. Michael's Hospital**  
**VACATION/CONFERENCE REQUEST FORM**

**PROCEDURE**

1. Submit vacation request form to the **Medical Education Administrative Offices** at your base hospital.
2. The initial clearance must come from the site where you are requesting vacation and the final clearance **must** come from your base hospital. **Vacation requests that go to the wrong site because of misinformation provided will not be automatically honoured at the correct site.** The following information is required:

DATE REQUEST SUBMITTED: \_\_\_\_\_

NAME: \_\_\_\_\_ BASE HOSPITAL: \_\_\_\_\_

PROGRAM: \_\_\_\_\_ LEVEL OF TRAINING: \_\_\_\_\_

PAGER #: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

SERVICE AT TIME OF ABSENCE: \_\_\_\_\_

SITE AT TIME OF ABSENCE: \_\_\_\_\_

DATES REQUESTED (INCLUSIVE): \_\_\_\_\_

IF UNAVAILABLE, ALTERNATE REQUEST: \_\_\_\_\_

Please indicate: ( ) Vacation ( ) Conference/Education Leave  
( ) Other (please specify) \_\_\_\_\_

**\*\*PLEASE NOTE: IT IS YOUR RESPONSIBILITY TO ENSURE THAT YOU ARE NOT ON-CALL THE LAST WEEKEND OF A ROTATION WHEN YOU HAVE BOOKED VACATION THE FIRST WEEK OF THE NEXT ROTATION**

APPROVED:

\_\_\_\_\_  
SUBSPECIALTY HEAD (IF APPLICABLE)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
ADMINISTRATIVE OFFICE - VACATION SITE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
ADMINISTRATIVE OFFICE - BASE HOSPITAL

\_\_\_\_\_  
DATE

<p>Excerpt from the agreement between PAIRO and OCOTH:</p> <p>11.4 Requests for vacation shall be submitted in writing to the department head at least four (4) weeks before the proposed commencement of the vacation and not later than March 1.</p>
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**PLEASE CONFIRM VACATION APPROVED PRIOR TO MAKING ANY FIRM COMMITMENTS (i.e., flights, reservations, etc.)**

## CONTACT INFORMATION FOR VACATION REQUESTS

When requesting vacation, please use the table below to determine which medical education office the request should be sent too. **Vacation requests should be sent to the service that you are requesting time off from with a fax sent to the main education office at 416-864-5430.**

<u>Department</u>	<u>Contact Person</u>	<u>Telephone #</u>	<u>Fax #</u>	<u>E-Mail Address</u>
Anaesthesia	Dr. Deven Chandra	416-864-6060 ext 5071	416-864-6014	<a href="mailto:anaesthesia@smh.ca">anaesthesia@smh.ca</a>
Emergency Medicine	Lina Lorzano	416-864-6060 ext 5095	416-864-5341	<a href="mailto:emergadmin@smh.toronto.on.ca">emergadmin@smh.toronto.on.ca</a>
ENT (Otolaryngology)	Julie Chapman	416-864-6060 ext 5279	416-864-5367	<a href="mailto:ChapmanJ@smh.toronto.on.ca">ChapmanJ@smh.toronto.on.ca</a>
Family Medicine	Ed Ang	416-867-7461	416-864-7471	<a href="mailto:ange@smh.toronto.on.ca">ange@smh.toronto.on.ca</a>
Surgery	Michelle Dominey	416-864-6060 ext 6397	416-864-5430	<a href="mailto:domineym@smh.toronto.on.ca">domineym@smh.toronto.on.ca</a>
M/SICU	Dr. S. Abrahamson/Bernadette Slingerland	416-864-6060 ext 3428	416-864-5349	<a href="mailto:SlingerlandB@smh.ca">SlingerlandB@smh.ca</a>
Medicine	Betty Ann Lemieux	416-864-6060 ext 4176	416-864-5025	<a href="mailto:lemieuxb@smh.toronto.on.ca">lemieuxb@smh.toronto.on.ca</a>
N/ICU (neonatal ICU)	Kathleen Hollamby	416-864-6060 ext 8273	416-867-3736	<a href="mailto:HollambyK@smh.toronto.on.ca">HollambyK@smh.toronto.on.ca</a>
Obs & Gyn	Angela Lacroix	416-864-6060 ext 3078	416-864-6073	<a href="mailto:lacroixa@smh.toronto.on.ca">lacroixa@smh.toronto.on.ca</a>
Palliative Care	Dr. I. La Delfa	416-864-6060 ext 5361	416-864-5714	<a href="mailto:LADELFAI@smh.toronto.on.ca">LADELFAI@smh.toronto.on.ca</a> Please send a copy to: <a href="mailto:achimy@smh.toronto.on.ca">achimy@smh.toronto.on.ca</a>
Cardiology, CCU, Clinical Immunology & Allergy, Dermatology, Endo, Medicine Elective, GI, General Internal Medicine, Geriatrics, Haematology	Betty Ann Lemieux	416-864-6060 ext 4176	416-864-5025	<a href="mailto:lemieuxb@smh.toronto.on.ca">lemieuxb@smh.toronto.on.ca</a>
Medical Oncology, Hypertensive Selective, Infectious Diseases, HIV, ICU, Nephrology, Neurology, Respiriology, Research, Rheumatology	Betty Ann Lemieux	416-864-6060 ext 4176	416-864-5025	<a href="mailto:lemieuxb@smh.toronto.on.ca">lemieuxb@smh.toronto.on.ca</a>
Paediatrics	Ethel Ying	416-864-6060 ext 8273	416-864-3736	<a href="mailto:yinge@smh.toronto.on.ca">yinge@smh.toronto.on.ca</a>
Psychiatry	Jeff Loudermilk	416-864-6060 ext 6481	416-864-5480	<a href="mailto:loudermilkj@smh.toronto.on.ca">loudermilkj@smh.toronto.on.ca</a>