

## EVDC Leave of Absence Policy

1. A resident who is temporarily unable to continue her or his EVDC training program may request a leave of absence of up to 12 months by sending a completed Leave of Absence form (page 2 of this document) to the Executive Secretary. Typical reasons for needing to take a period of leave from a training program include personal health or family health or other family commitments, or transitions in professional status (e.g. relocation). In exceptional circumstances, a request for a retroactive start date for a leave of absence may be granted by the Residency Program Credential Committee and Education Committee (CC/EdC) chairs.
2. Maximum duration of training program: Maximum time for completing a full-time and part-time training program 6 years, including any approved leaves of absence. A formal letter requesting an extension can be submitted for review directly to the Board.
3. Requests for leaves of absence send via DMS to the Executive Secretary who forwards the request to the CC/EdC chair for consideration. CC/EdC informs the Executive Secretary of the decision to permit or not permit the requested leave of absence of up to 12 months and the Executive Secretary informs the resident.
4. During a leave of absence, a resident may **not** log cases or count some other activities such as diplomate visitation time or anesthesia-radiology-surgery specialty training time as meeting EVDC training program requirements.
5. Activities that **can** be undertaken during a leave of absence include: attendance at continuing education meetings that will be subsequently listed on the resident's CV (note: programs that would otherwise meet the anesthesia-radiology-surgery training requirement can be listed on the CV but cannot be included in the Specialist Training Log), and preparation and submission of dental charts, equipment list, case reports, publications or radiograph sets.
6. Time spent in an EVDC approved leave of absence **still counts** in the total 6 years permitted for case-log accumulation in the part-time training program. The period on leave will still count in the maximum one-year period permitted between the date a logged procedure is performed and the completion of an MRCL form by a diplomate.
7. Annual Report: A trainee who is on leave of absence for an entire reporting period needs only to complete and submit the short Annual Report form (page 3 of this document) to maintain their training program registration status. A resident who starts or ends a leave of absence part-way through a training program reporting year is to complete the full Annual Training Program Report for that year. If a leave of absence report is not submitted by the due date, the status of the resident's program will be reviewed by the CC/EdC and a recommendation may be made to the Board to suspend a training program.
8. The Annual Training Program fee is waived for residents on leave of absence for the entire calendar year or the year that the resident returns from leave of absence. No refund of the annual fee is made if the resident starts a leave of absence part way through a calendar year.

## EVDC Leave of Absence Request Form

<b>CC/EdC Chair action:</b>	
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Resident: Complete the color-shaded boxes only

Resident Name	
Supervisor Name	
Start date requested for leave of absence	
Training Program	(Delete one)      Full-time                      Part-time
Reason(s) for requesting leave of absence <i>(this information will be held in confidence by EVDC).</i>	
Have you informed your EVDC training program supervisor that you are requesting leave of absence?	
Anticipated end date of leave of absence. (This date can be adjusted as required by future circumstances).	

**Save the completed form as *YourLASTNAME,FirstName Leave-of-absence Request* and submit it to EVDC via your DMS account. Send a copy to your supervisor.**

**For DMS submission**, attach the scanned form in a DMS Miscellaneous document. See the DMS User's Guide for additional information on DMS submissions – remember to check the Submit box and click the [Save Changes](#) command.

Contact the Executive Secretary by e-mail at ([secretary@evdc.org](mailto:secretary@evdc.org)) if you have difficulty completing or submitting the completed form, or if you have questions about leave of absence status.

## EVDC Annual Report Form for Residents on Leave of Absence

CC/EdC Chair action:	
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**Submit This Form Only if the Entire Year was Spent on Leave-of-Absence**

**Trainee: Complete the color-shaded items**

Resident Name	
Supervisor Name	
Date this form was completed	
Training Program	(Delete one)      Full-time                      Part-time
Reporting Period	<b>Year ending December 31</b>
Date Leave of Absence started	
Anticipated end date of leave of absence	

Please describe any activities relating to your training program that you undertook during the current reporting period:

**Save the completed form as *YourLASTNAME,FirstName Leave-of-absence Annual Report Year* and submit it to EVDC via your DMS account by February 14. Failure to submit an Annual Report by the deadline will result in review of the leave of absence and training program by the Board of Directors.**

**For DMS submission**, attach the scanned form in a DMS Annual Report document: check the DMS User's Guide for more information on DMS submissions. Remember to check the Submit box and to click [Save Changes](#) command.

Contact the Executive Secretary by e-mail at ([secretary@evdc.org](mailto:secretary@evdc.org)) if you have difficulty completing or submitting the form, or if you have questions about leave of absence status.