



FAMILY MEDICINE
Faculty of Medicine

Discipline of Family Medicine
Tel: 709 864 6743 Fax: 709 777 7913
FMEvals.Leaves@mun.ca

Conference/CME Leave Request Family Medicine Residency Program

Resident's Name: _____ ☐ R1 ☐ R2 (Check One)

Conference Title: _____

Date(s) of Conference: _____

Location of Conference: _____

Conference Description: **A copy of the conference brochure must be attached before this request will be reviewed; confirmation of conference registration must also be provided once preapproval has been given.**

Start date of leave: _____ End date of leave: _____

Return to work: _____ Total Working Days: _____

Rotation (during conference dates): _____

Rotation dates: _____

Have you have already taken conference leave in this academic year?

☐ Yes ☐ No

Are you also applying for financial reimbursement for conference expenses?

☐ Yes ☐ No

****For Surgery and Orthopedic Rotations Only****

Signature of Administrative Resident: _____ Date: _____

Signature of Preceptor: _____ Date: _____

Signature of PG Executive Member: _____ Date: _____

*Please return completed form to the FM Residency Training Program Academic Office at
FMEvals.leaves@mun.ca*

To claim for financial reimbursement of conference travel, submit a MUN travel request form (with the above Conference Leave once approved by FM Residency Training Program Academic Office) to the Office of the Chair: dfmsupport@mun.ca. A MUN Travel Claim form A will also be required. This form is available on the program website and One45. You will need to provide original receipts for gas, airfare, etc., your boarding pass and a conference brochure with your claim.

CONFERENCE/CME LEAVE GUIDELINES Summary

Approval of conference leave does not guarantee approval for financial reimbursement, as described below.

To apply for Conference/CME Leave:

Residents must complete a Conference/CME Leave Request Form (available on One45), with preceptor approval, and submit it to the Family Medicine Residency Training Program Academic Office at FMEvals.leaves@mun.ca for pre-approval by the Program Director. Residents must also submit with their leave request a schedule/program from the conference/CME activity, demonstrating the duration and content of the event. Residents will later need to submit a receipt confirming their registration at the conference, but this may be submitted after their initial leave request (and Travel Request, if requesting reimbursement) has been preapproved, so that the resident does not pay the registration fee before their request has been pre-approved. It should be noted, though, that all approvals are contingent upon the eventual submission of confirmation of registration, with the email confirming previous pre-approval attached.

- Residents are entitled to seven (7) days of paid leave in each of the 2 years of their program to attend educational events such as medical conferences.
- The 7 days include travel and conference time. The 7 days conference leave can be used for multiple conferences as long as the total number of days allowed is not exceeded.
- Residents cannot carry conference leave days over from one year to another.
- Approval for Conference/CME Leave must be requested (with preceptor approval) at least 8 weeks prior to the event; late applications may be considered on a case-by-case basis.
- We discourage conference leave requests during rotations of four weeks or less.
- Conference attendance during vacation does not qualify for “days off in lieu” on another rotation.
- Conference leave requests will not be approved if the resident is not in good standing.
- Residents must ensure that all professional and call responsibilities are covered during this time and notify the appropriate Administrative Staff/Resident, Clinics, Coordinator and/or Supervising Preceptor.

To apply for financial reimbursement:

Residents should not incur expenses with the expectation of reimbursement until they have received an approved Travel Request form.

Residents must complete and submit (initially to FMEvals.leaves@mun.ca) a Conference/CME Leave Request Form (even if the conference is taking place on a weekend or during other leave whereby the “total working days absent” equals zero) and check the box for “requesting reimbursement.” Once this has been approved by the Family Medicine Residency Training Program Academic Office, the resident must fill out and submit a Travel Request form, with the Program’s approved Conference/CME Leave Request Form to the Chair’s Office, Discipline of Family Medicine: dfmsupport@mun.ca. Once the resident has received confirmation from the Chair’s Office that their Travel Request has been approved, then they may proceed to book the conference and travel plans. Please note, once the conference is booked, confirmation of registration (e.g., electronic receipt from the conference) must be submitted to both FMEvals.leaves@mun.ca and dfmsupport@mun.ca.

Medical education activities which are eligible for Conference/CME Leave and reimbursement include:

- Real-time or asynchronous (after the fact) attendance at in-person and/or virtual conferences relevant to family medicine (at the Program’s discretion).
- Advanced Trauma Life Support (ATLS) certificate course.
- Other certificate courses and medical education training events which are certified.

Please see “Conference Leave Guidelines” on One45 for further details