

*Leave applications via UPAM website*

1. For all annual and conference / study leave, please book at our Department website -> Staff Area -> Doctor's leave
2. Cancellation of leave booking or shortening of leave period on the computer system will be allowed
3. Deadline for leave application and leave cancellation is at least one calendar month ahead, e.g. July leave application and cancellation deadline will be 31 May

For Group (03) applicants (MO pool), additional following features will apply:

4. Maximum number of computer entry for annual leave will be 60 days (as maximum annual leave should be 25 weekdays, and carry forward leave should be 15 weekdays), and conference / study leave will be 12 days for each calendar year
5. Trainees rotate in from other hospitals will be invited to use our computer leave booking system starting from 3 months before their rotation to QMH, e.g rotation trainee for July to Sep can start leave booking from 1st April, after registration with our IT team to obtain user name and password
6. Maximum leave quota (including annual leave, conference / study leave & golden holiday) for each period will be shown for reference
7. Computer leave entry quota (including annual leave and conference / study leave) by individual doctors will be up to 8 entries each day
8. Leave booking priority for each doctor will be shown according to the date of computer leave entry, e.g. earliest booking by date will be shown as "1", 2<sup>nd</sup> entry shown as "2", etc
9. Annual leave during long holiday (including Easter, Christmas and new year, Chinese new year) – priority will be lowest if one has already applied / taken long holiday leaves in that year or the year before. Long Holiday reserved under golden holiday will be excluded from this rule.
10. For conference leave application, please also inform timetable team coordinator, timetable secretary and training supervisor by email, in additional to computer leave booking
11. Leave approval will be confirmed earliest by 3 calendar months ahead, e.g. leave for July will be confirmed earliest by first week of April, and latest after deadline for leave application.

### ***Golden Holiday house rules for residents***

1. According to HR rules, each doctor needs to take at least 1 calendar week continuous leave in each year
2. To facilitate leave plan for each individual and for department manpower planning, each resident should choose 2 slots of one-week leave starting from Monday to Sunday for each calendar year
3. Each resident can choose either 2 “one-week” slots or 1 “two-week” slot according to the priority from drawing lots
4. If 2 or more days within this week are SH/PH, this slot will be called a "long holiday" slot. Each resident cannot choose more than one “long holiday” slot
5. Each resident must choose the next available vacant slots. If there are no more “two-week” slots available and he/she prefers 1 “two-week” slots golden holiday, he/she may choose an available “one-week” slot, and overlap another “one-week” slot with another resident. Maximum 2 residents may have overlap golden holiday at any time.
6. If each resident does not choose his/her golden holiday within the assigned dates, he/she will be assumed to give up his/her priority and next residents will continue to choose the golden holiday
7. If a resident does not choose his/her golden holiday after the overall assignment period finished, time table team will assign remaining vacant slots to him/her

Dr Stella Chim

For Timetable team

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