

RMS Quick Reference (Resident) Statutory Holiday Worked Request

Statutory (Stat) Holiday Worked Requests are submitted by the Resident using the Resident Management System (RMS).

To be eligible for Statutory Holiday pay, a Resident must have been

- either scheduled to be (i) on-call (In-Hospital or Out-of Hospital) or (ii) on a regular shift,
- worked as scheduled, meaning actively participated in patient management,
- and the shift has to <u>start</u> on the statutory holiday for it to be eligible for the stat holiday pay.

For more information on stat holidays worked, please refer to Article 11 of the Collective Agreement

<u>Please Note:</u> Safari is NOT fully supported by RMS. Please use another browser such as Google Chrome or Firefox to submit your sick day.

- **b** Log in to the <u>RMS</u> or click on the link provided on the Stat Holiday reminder email you have received.
- Home Page → Click on Tracking Inbox and the arrow to the left of your name to access your Resident Profile.

Tracking Inbox	Tracking Inbox Tracking Inbox									
	Resident									
	Page 1 c	f 1 Display	50 per page	с 🖶	Displaying	1 - 1 of 1 All As	signments ~	Column F	Filters (OFF) 🕨	
	Resident ID ↓=	First Name	Middle Name	Last Name	Resident Type	Resident Status	Program Name	Program Site	Stream	Current Academic State
	2016-100339	Jane	Anne	Doe	CaRMS	Active	Urology	Vancouver	CMG	

▶ Resident Profile → Click on Stat Holiday Worked tab to open Stat Holiday Worked Listing.

Tracking Inbox	Tracking Inbox / Resident (2016-100339 Resident	9) Assignment: Resident 📴 🔂						
	Name: Doe, Jane Anne Current Academic State: Fi	Current Program: Urology - Vancouver Current Program Year: PGY-4 - CMG Full Time						
	Resident Contact Information	Medical School Information Programs Academic Record Registration Stat Holiday Worked MORE -						
	Profile Validation Part 1 - Basic Resident Information Please review the following information and make any necessary updates.							
	Basic Resident Info							
	Legal First Name *	Jane						
	Middle Name(s)	Anne						
	Surname *	Doe						



In the Stat Holiday Worked Listing, click on + New to open Stat Holiday Worked form.

Tracking Inbox	Tracking Inbox / Resident (2016-100339) / Stat Holiday Worked Listing Stat Holiday Worked Listing	Assignment: Resident								
	Name: Doe, Jane Anne Current Program: Urology - Vancouver Current Program Year: PGY-4 - CMG									
	Resident Contact Information Medical School Information Programs Academic Record Registration	MORE -								
	+New CSV Column Filters (OFF) >									
	No records found.									

Select the appropriate holiday in the **Holiday Worked** field.

<u>Please note:</u> Stat Holiday Requests can only be submitted once the Stat Holiday has passed (e.g. November 11th Stat Holiday cannot be submitted until November 12th).

- Enter Comments and include the following details:
 - Shift start time (shift must start on the day of the stat holiday in order to be eligible)
 - Shift end time
 - Location/site worked
- >> Upload required documents (e.g. call schedule) in **Supporting Documentation** field.

<u>Please note:</u> Required documents are determined by your Program Administrator. If you have any questions about what is required, please contact your Program Administrator directly.

Click Save.

The Workflow Overview Status at the top of the page should indicate Pending Approval (Holiday).

Once your Program Administrator has reviewed your request, you will receive an email notification advising you of the outcome. Possible outcomes include the following statuses:

- Approved: changes to Submitted to Payroll (Holiday) once forwarded to PHSA (payroll)
- Declined: not eligible for stat holiday worked pay
- Additional Information Required: program needs more information check Comments

If you require further help with RMS, please contact <u>RMS Support</u>.