THE UNIVERSITY OF BRITISH COLUMBIA

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.**

▶▶ Log in to the RMS 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.**
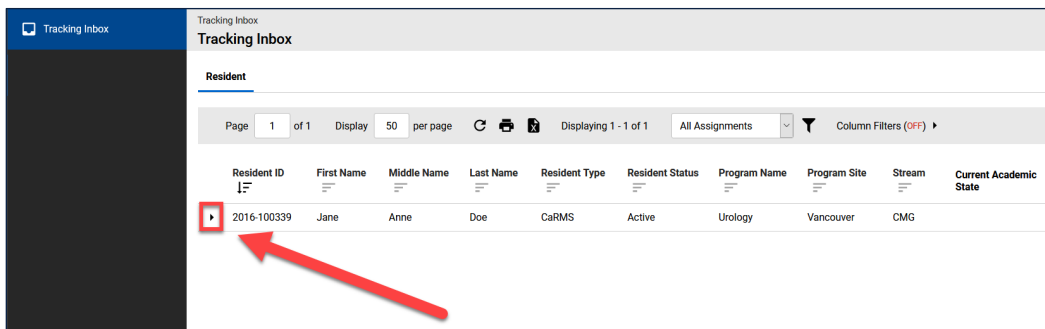
▶▶ **Resident Profile** → Click on **Stat Holiday Worked** tab to open **Stat Holiday Worked Listing**.
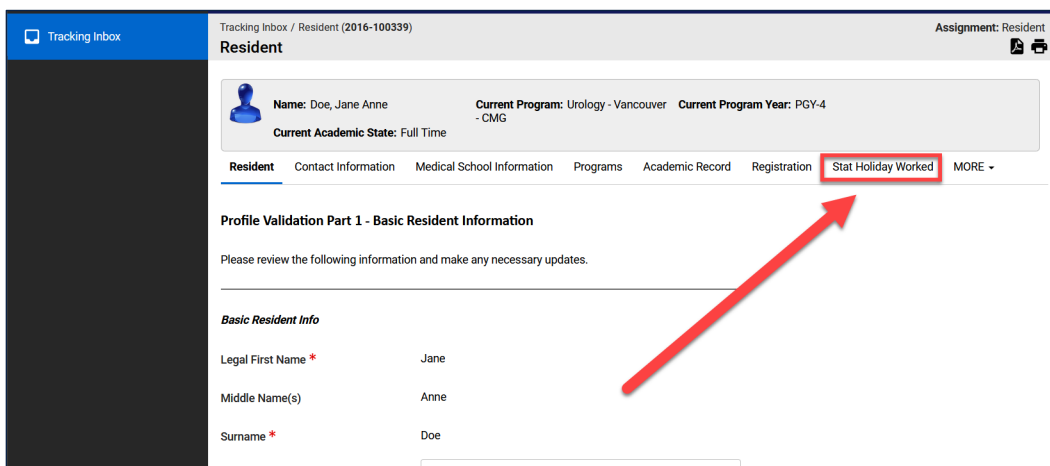
➤➤ In the **Stat Holiday Worked Listing**, click on **+ New** to open Stat Holiday Worked form.
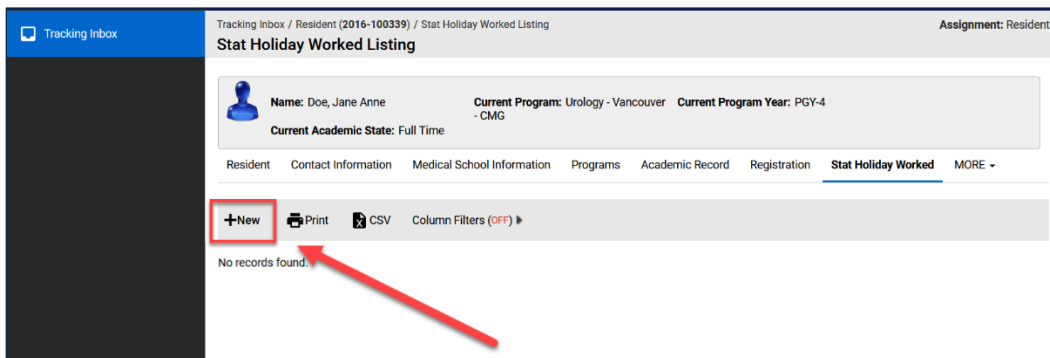
➤➤ Select the appropriate holiday in the **Holiday Worked** field.

Please note:	_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)._

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➤➤ 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.

Please note: _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 RMS Support.