PaNDa Leave Requests

Reference guide

Login

Access PaNDa through the myNOSM U menu at nosm.ca, or at panda.nosm.ca.

Username:	olearner
Password:	••••••

Login

Note: do not include *@nosm.ca* in the username

Leave Filter

- Use the filter to search for requests by type, status, or schedule year.
- The schedule year will need to be selected to display leave totals.

Leave Totals

- Totals will be displayed for a specific schedule year (selected in the filter).

- The *Used (Approved)* and *Remaining* columns only display information for approved leaves; pending requests are not included.

Type of Leave Request	Allocation	Used (Approved)	Adjustment	Remaining
Vacation	28	0	-	28
Professional Time	7	0	-	7
Exam	(unlimited)	0	-	-
Parental Leave	(unlimited)	0	-	-
Sick Leave - Salary Continuance	(unlimited)	0	-	-
Holiday (PARO 13.2)	5	0	-	5
Unpaid Leave	(unlimited)	0	-	-
Floater Day	1	0	-	1
In Lieu Day	(unlimited)	0	-	-
Research Time	5	0	-	5
Special Leave - Program Approved	(unlimited)	0	-	-

- The adjustment column will only contain data in cases of vacation carry-over, accrued vacation while on parental leave, or where a resident is off-sync (non-July 1 start date). The adjustments are made by the program coordinator.
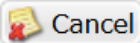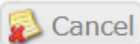
Leave Requests

- Requests will be shown in the *Leave Requests* table, if applicable.
- Click on a request to view details and approvals of the request.
- Click add (+ symbol) to request a new leave.

Leave Request Form

- Schedule year: ensure the correct schedule year and program year, typically the schedule years are bound to July 1 to June 30.
  - Off-sync residents will have specific dates based on their promotion dates that will have to be considered when submitting a request.

Learner Leave Request Form

Please note: The amount of time taken from clinical activities during a rotation may impact the preceptors' or program's ability to evaluate the rotation.

As per the PARO contract, requests for any planned leave must be submitted at least 4 weeks prior to the date(s) being requested. All vacation requests must be confirmed by the program, or alternate times agreed to within 2 weeks of the request being made.

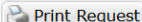| Learner	Learner, Olivia	Date Submitted	
Schedule Year	2023-2024 PG-SUR-Y2	Submitted By	
Status of Request		**Original Values**	
Request Type		Request Type	
Start Date		Start Date	
End Date		End Date	
Comment			
YTD Leave Balance (this type)	days		

Leave Request Form

- To cancel a request, there is a cancel button next to the *status of request*.
    - Note: a request can only be cancelled before the leave has started. If a leave needs to be cancelled after it has started, contact your program coordinator.

Approvals

- The *Approvals* table found at the bottom of a submitted leave request form outlines where a request is in the process.

- Request approval flows through the following:
  1. Program Coordinator
  2. Preceptor(s) or Call Scheduler or both
     - If a request spans multiple rotations, preceptors from multiple rotations will be included
  3. Program or Site Director
     - Only if required. Typically for requests of extended length, such as a parental leave where there is no preceptor approval

- Once a request has been approved or denied, PaNDa will send an email to notify you of the change.

Additional Resources

- [Video Walkthrough Tutorial](#)

- Learner Leave Requests Guide

- PaNDa Learner Training Guide

- 2020-2023 PARO-OTH Agreement