



## RMS Quick Reference (Resident) Statutory Holiday Request

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

- ▶ Login at: <https://rms.med.ubc.ca> or click on the link provided on the Stat Holiday reminder email you have received.

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***Please note: Safari is NOT fully supported by RMS. Please use another browser such as Google Chrome or Firefox to submit your request.***

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- ▶ **Home Page** → Click the arrow to the left of your name to access the **Resident Portfolio**.
- ▶ **Resident Portfolio** → Hover over the **Stat Holiday Worked** tab and click **New Stat Holiday Worked**.

The screenshot shows the RMS Resident Portfolio page for a resident named John Holiday. The page is titled 'Profile Validation Part 1 - Basic Resident Information'. The resident's name is 'John Holiday', and the current program is 'Internal Medicine - Vancouver - CMG'. The current program year is 'PGY-3'. The page includes a sidebar with navigation options: Resident, Contact Information, Medical School Information, Programs, Academic Record, Registration, and Stat Holiday Worked. The 'Stat Holiday Worked' section is active, showing a form with fields for 'First Name' (John), 'Middle Name', 'Last Name' (Holiday), and 'Date' (mm/dd/yyyy). A red arrow points to the 'New Stat Holiday Worked' button. There are also buttons for 'Printer Friendly Format' and 'Export to PDF'.

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

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

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- ▶ Enter/select the applicable information on the page and upload required documents (e.g. call schedule).

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***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.***

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- ▶ Click **Save**. The **Workflow Overview** at the top of the page should indicate **“Pending Approval (Holiday).”**

Once the Program Administrator has reviewed your request, you will receive an email notification advising you of the outcome. Possible outcomes are: **“Approved”**, **“Declined”**, or **“Additional Information Required”**.