



RMS Quick Reference (Resident) Statutory Holiday Request

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

- ▶ Log in to the [RMS](#) or click on the link provided on the Stat Holiday reminder email you have received.

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

- ▶ **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 includes a navigation menu on the left with options like 'Home', 'Tracking Inbox', 'Resident', 'Contact Information', 'Medical School Information', 'Programs', 'Academic Record', 'Registration', and 'Stat Holiday Worked'. The main content area displays 'Profile Validation Part 1 - Basic Resident Information' 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 in the 'Stat Holiday Worked' section. The top right of the page shows 'UBC FoM RMS v3.0.0f - Bob_Resident (Resident)' and 'Assignment: Resident'.

- ▶ 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).

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

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** 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”**.