Leave (not available via Prosoft)

The 3 types of leave which require residents to apply manually with MOHH HRTD are:

- Volunteerism Leave (All residents are entitled to 5 days)
- Unrecorded Leave (for national athletes participating in overseas competitions)
- No Pay Leave

Information from MOHH, correct as at 16 Sep 2014
## Leave (not available via Prosoft)

<table>
<thead>
<tr>
<th>Types of Leave</th>
<th>Remarks / Documents Required</th>
</tr>
</thead>
</table>
| **Volunteerism Leave** | Submit the relevant supporting documentation to xinyi.wang@mohh.com.sg for HRTD’s processing:  
- Official letter of mission trip from organization  
- HODs’ acknowledgement/ email approval  
Mission works and travels organized by religious organizations are not considered for volunteerism leave. |
| **Unrecorded Leave** | Submit the relevant supporting documentation to xinyi.wang@mohh.com.sg for HRTD’s processing:  
- Official letter from organization  
- HODs’ acknowledgement/ email approval |

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Information from MOHH, correct as at 16 Sep 2014
## Leave (not available via Prosoft)

<table>
<thead>
<tr>
<th>Types of Leave</th>
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</tr>
</thead>
<tbody>
<tr>
<td>No-Pay Leave</td>
<td>Use the attached <strong>Leave of Absence Application form</strong> to obtain approval from Program Director (PD). Submit the endorsed form to HODs (from host &amp; parent department), DIO office and Dr Liem Yew Kan <a href="mailto:yewkan.liem@mohh.com.sg">yewkan.liem@mohh.com.sg</a> (Director, Healthcare Manpower Division) for approval before the start of No-Pay Leave.</td>
</tr>
<tr>
<td></td>
<td>For those who are serving a bond, the bond will be suspended for the period of NPL.</td>
</tr>
<tr>
<td></td>
<td>Medical Officers (under Conditional Registration) will need to seek written approval from Singapore Medical Council for Non-Paid Leave period exceeding 3 months per year in a 12-month period.</td>
</tr>
</tbody>
</table>

Information from MOHH, correct as at 16 Sep 2014
**NUHS Email Account**

NUHS email account is to be used for all official correspondences. Residents should log in frequently in order to keep posted on any important notifications such as updates from CMB, patient safety alerts, etc.

Your account password will expire every 90 days. If you can’t log in, please call ITD **personally** at 1800 483 4357 to activate it. The rationale is to prevent unauthorized access to your email account.
Feedback

Do you have any concerns, solutions to a problem faced by residents, or wish to highlight any lapses?

You are encouraged to use the anonymous Feedback Box in the resident’s lounge. Updates to the issues raised will be broadcast via email.