

MEDICINE RESIDENCY
Request to Change a Rotation or Vacation
or
Request Conference, Interview, or Personal Leave

Name: _____ **Today's Date:** _____

If you need to make a change to your schedule or request time off for personal or professional reasons, please complete this form. The Residency Office must approve all schedule changes or requests for time off. Please make your request as early as possible, preferably 2 months prior to the date of your change.

After you have completed this form and obtained the necessary approvals, please send to the Medicine Residency Office (Box 356421 or Fax 685-8652). We will make every effort to accommodate your request and to process your form within three days of receipt. If you have any questions, please feel free to contact the Residency Office (543-3605).

I would like to: Change my vacation Change a rotation

I am currently scheduled I would like to change to

Dates: _____ Dates: _____

Rotation: _____ Rotation: _____

Name of other resident involved in this change (if applicable): _____

Is currently scheduled Would like to change to

Dates: _____ Dates: _____

Rotation: _____ Rotation: _____

Signature of other resident date

I would like time off to: Attend a conference Interview for a fellowship Other _____

Dates: _____ Rotation: _____

Conference Title: _____ Conference location: _____

Comments: _____

Other Responsibilities during requested time:

At Risk? Yes No Weekend Call? Yes No

Approval: Final approval is at the Residency Program Director's discretion. Obtain the following signatures or verbal/electronic approvals (note the name of the person you contacted and the date you obtained approval).

Attending or Section Chief (*inpatient or consult rotations*) **or** _____
Rotation Director (*ambulatory rotations*) date

Continuity Clinic Director **or** Coordinator (*all rotations*) _____
date

Chief Resident (*inpatient or consult rotations only*) _____
date

Residency Office Use: Approved (with pay without pay) Disapproved

Signature date **Date notification sent:** _____