

GRADUATE MEDICAL EDUCATION

SICK LEAVE POOL (EXTENDED LEAVE) REQUEST FORM

Sick Leave Pool is available for extended illness of the Resident and may be used by Residents who are required to discontinue work because of medical needs. Such use may be allowed only after exhaustion of sick leave and annual leave, up to a maximum of 45 days per individual over the course of the program. Pre-approval must be obtained by the Program Director and the DIO. The use of the Sick Leave Pool is not available for maternity leave. Residents sent for mandated fitness of duty assessment are only required to exhaust their sick leave balance and 10 days of medical leave prior to utilizing Sick Leave Pool.

House Officer Name: _____ **GEMS ID:** _____
Program: _____

Has all accrued sick leave hours been utilized? ☐ YES ☐ NO

Date Form Prepared: _____

Requested Dates: (Maximum of 45 days)

Start Date: _____ End Date: _____ # of days: _____

*Note that weekends and holidays must be included in the count)

Funding Sources: (List rotation schedule during leave)

Explanation of Leave:

APPROVALS:

Program Director

Date

Sr. Associate Dean, Graduate Medical Education/DIO

Date

Sr. Assoc VP / Chief Financial Officer, USF Health

Date

Return to Patti Taylor, GME Office, ptaylor@usf.edu

Once Approved, Copies to:

- (1) Program Coordinator
- (2) GME Office (Patti Taylor)