

# GRADUATE MEDICAL EDUCATION

## SICK LEAVE POOL (EXTENDED LEAVE) REQUEST FORM

Use of Sick Leave Pool is available for extended illness of the resident and may be used by individuals 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 90 days per individual, with the pre-approval of the Program Director and the GME Office. The use of the Sick Leave Pool is not available for uncomplicated maternity.

**House Officer Name:** \_\_\_\_\_ **GEMS ID:** \_\_\_\_\_  
**Program:** \_\_\_\_\_

Has all accrued sick leave hours been utilized?       YES       NO

**Date Form Prepared:** \_\_\_\_\_

**Requested Dates:**      *(Maximum of 90 days)*

**From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Funding Sources:** (List dates and affiliation from rotation schedule)

\_\_\_\_\_  
\_\_\_\_\_

**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, 17 Davis Blvd., Suite 308, Tampa, FL 33606 or [ptaylor@usf.edu](mailto:ptaylor@usf.edu)**

Once Approved, Copies to:

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