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 45 calendar 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 annual & sick leave hours been utilized? ☐ YES ☐ NO

Date Form Prepared:_____

Requested Dates: *(Maximum of 45 days)*
From: _____ To: _____

Rotation Schedule During Leave: (List dates and affiliates from rotation schedule)

_____

_____

Explanation of Leave:

_____

_____

APPROVALS:

_____ _____
Program Director Date

_____ _____
Director, Graduate Medical Education Date

_____ _____
Sr. Associate Dean, Graduate Medical Education/DIO Date

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

Once Approved, Copies to:
(1) Program Coordinator
(2) GME Office (Patti Taylor)