



Faculty of Medicine

CONFERENCE LEAVE REQUEST FORM FOR RESIDENTS

Name: _____

Conference Title: _____

Conference Date(s): _____

Conference Location: _____

Conference Description: A copy of the **conference brochure AND** your **registration MUST** be submitted with this form for leave approval.

Start Date of Leave: _____ End Date of Leave: _____

Return to Work: _____ Total Working Days: _____

Rotation During Conference: _____

Rotation Dates: _____

Please indicate whether you have already taken conference leave in the current academic year:

YES NO

If yes, please provide total number of days used: _____

ROTATION/CLINICAL BLOCK IS CONSIDERED INCOMPLETE SHOULD A RESIDENT MISS MORE THAN ONE-THIRD OF A ROTATION DUE TO ILLNESS, CONFERENCE LEAVE, VACATION, ETC.

I certify that the information given on this form is correct.

Date

Resident's Signature

Signature of Administrative Resident: _____ **Date:** _____
(of the service)

Signature of Chief of Service: _____ **Date:** _____

Signature of Program Director: _____ **Date:** _____

ENTERED IN ONE45

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Conference Leave Guidelines

- Residents are entitled to **seven (7) days of paid leave** in each academic year to attend conferences, including online conferences.
- Required travel days are part of the conference leave allotment. One (1) travel day before and one (1) travel day after the conference is permitted. Travel must occur on the day directly preceding the first day of the conference and the day directly following the last day of the conference. Any additional travel days will have to be taken as vacation days.
- Generally, conference leave will not be granted to complete online courses.
- You cannot carry conference leave days over from one year to another.
- A request for conference leave must be substantiated by appropriate documentation, verifying the dates of the conference and related travel.

Residents must ensure that all professional and call responsibilities are covered during this time. In addition the, appropriate administrative staff/resident, clinics, coordinator and/or supervising preceptor should be notified as necessary.