

TTUHSC Resident Vacation, Sick, & Professional Leave Form

Email: iverlyn.peng@ttuhsc.edu

PLEASE READ:

- 1) Use this form to request **any** leave for the residency year **2017-2018**.
- 2) Please complete all fields. If no current teaching or precepting activities, please state "none".
- 2) Please obtain signatures from both your **preceptor** AND from your **program director** for the period of absence.
- 3) Email this form to Iverlyn Peng at iverlyn.peng@ttuhsc.edu **no later than 1 week before your leave (vacation or professional leave) or 1 week after your return from sick leave**. You will receive e-mail notification of receipt.
- 4) All requested leave is subject to prior approval from the Program Director and Vice Chair for Residency Programs. Failure to complete all fields/signatures and submit within the requested time frame may result in an automatic denial of request.
- 5) You and your Program Director will receive quarterly leave report via email.
- 6) If you have questions about or want to know your leave balance, please contact Iverlyn Peng at the above email address.

Resident Name: _____

Date of Request: _____

Campus: Abilene Amarillo Dallas Lubbock

Type of Leave: Vacation Sick Leave

Professional Leave. Purpose: _____

Other: _____

Beginning Date of Absence:		End Date of Absence:		Total Days Requested:	
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Teaching Activities scheduled during leave:

Teaching Activities will be covered by:

Has the covering person been notified and agreed to such responsibility? Yes No

Practice Site Activities will be covered by:

Current Preceptor Name: _____

Preceptor Signature: _____

Date: _____

Residency Program Director Name: _____

Program Director Signature: _____

Date: _____

To Be Completed By Office of Residency Programs

Vice Chair of Residency Programs Signature: _____ Date: ___/___/___

INSTRUCTIONS

For FIRST-YEAR TTUHSC-funded resident:

PGY1 Pharmacotherapy Residents

PGY1 Presbyterian Residents

PGY1 Harris Methodist Residents

PGY2 Pediatrics Residents

PGY2 Oncology Residents

If Submitting for Vacation Leave:

If during the time frame of **July 1st, 2017 to December 31st, 2017** the resident must:

- ✓ Submit a TTUHSC Resident Vacation, Sick, & Professional Leave Form;

OR

If during the time frame of **January 1st, 2018 to July 2nd, 2018** the resident must:

- ✓ Submit a TTUHSC Resident Vacation, Sick, & Professional Leave Form **AND**
- ✓ Complete the "TTUHSC Exempt Employee Leave Report" for the appropriate month for all vacation leave within WebRaider* no later than the 15th of the following month.

If Submitting for Sick Leave:

- ✓ Submit a TTUHSC Resident Vacation, Sick, & Professional Leave Form **AND**
- ✓ Complete the "TTUHSC Exempt Employee Leave Report" for the appropriate month for all sick leave within WebRaider* no later than the 15th of the following month.

If Submitting for Professional Leave:

- ✓ All residents must submit a TTUHSC Resident Vacation, Sick, & Professional Leave Form (**ONLY**).

For SECOND-YEAR TTUHSC funded resident:

PGY2 Pharmacotherapy Residents

If Submitting for Vacation and/or Sick Leave:

- ✓ Submit a TTUHSC Resident Vacation, Sick, & Professional Leave Form **AND**
- ✓ Complete the "TTUHSC Exempt Employee Leave Report" for the appropriate month for all vacation and/or sick leave within WebRaider* no later than the 15th of the following month.

If Submitting for Professional Leave:

- ✓ All residents must submit a TTUHSC Resident Vacation, Sick, & Professional Leave Form (**ONLY**).

NOTES:

*WebRaider instructions will be sent to you via email.

For Other Leave, please contact your local HR office or Iverlyn Peng