# Application for Resident Vacation/Conference/Course Time

It is the responsibility of the CIP resident to complete Sections 1-3 and return to CIP administrator,
preferably a minimum of **two months** prior. Note: Leave may be denied if you do not obtain prior approval

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| **Section 1** |
| * Resident Name: Click or tap here to enter text.
 |
| * Pager No: Click or tap here to enter text.
 |
| * Date Submitted: Click or tap here to enter text.
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| **Section 2** |
| Dates of leave (date range): **Click or tap here to enter text.** |
| Leave Type (click box to check it):[ ] Vacation[ ] RCPSC Exam[ ] Research Data Collection  (Data collection location? **Click or tap here to enter text.**)*OR* (if you will be off-site)[ ] Conference[ ] Course* If Conference or Course, include Title and Location below:

 **Click or tap here to enter text.**  | Number of days requested (less Weekend and UofC Stat holidays):* **Click or tap here to enter text.**
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| **Section 3** |
| * Will you be absent for any mandatory CIP events (e.g. Seminars, Visiting Speakers, Orientation etc)? If so, list those events and dates.

**Click or tap here to enter text.** |
| **Approval Section**  DO NOT COMPLETE |
| Approval of Time Away |
| [ ]  Approved | [ ] Denied Reason for denial 🢂 |
| Signature of CIP Program Director: (Dr. Jena Hall) |
| Notes |
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