



## Fellowship/AFC Training Program – Leave Request Form

Name of Trainee: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Dates Requested: \_\_\_\_\_ to \_\_\_\_\_ Total no. of Working Days Requested: \_\_\_\_\_  
*(Weekends and stats not included)*

Type of Leave Requested: \_\_\_\_\_

Details/Comments: \_\_\_\_\_

Fellowship/AFC Program: \_\_\_\_\_ Site: \_\_\_\_\_

Total No. of Days taken during the Rotation listed above:  
*(Maximum 1 week vacation every 8 weeks of a mandatory rotation. If the total exceeds 1 week, approval must be obtained from the rotation preceptor to ensure an adequate exposure has been achieved.)* \_\_\_\_\_

Total no. of Vacation Days taken: \_\_\_\_\_ No. of days remaining: \_\_\_\_\_  
*(During current Post-Graduate year July 1-June 30)*

\_\_\_\_\_  
Signature of Fellowship/AFC Trainee and Date

\_\_\_\_\_  
Signature of Fellowship/AFC Program Director and Date

***After all required signatures are obtained, please submit this form via email or hard copy.***

*It is the responsibility of the trainee to complete this form and return it to the Fellowship/AFC Program Director **at least 6 weeks prior to leave time**. Surrogate authorization signatures may be obtained in instances where the designated individuals are unavailable to sign in a timely fashion. Requests for vacation, conference and in-lieu-of holiday leave accepted less than 6 weeks in advance of the requested dates are dependent on the trainee obtaining coverage arrangements for any service that the trainee has.*

*Note: A record of leave is also kept on file with the program administrator.*

**Revised: July 2, 2020**

**For Fellowship/AFC Program Admin: Office Use Only**

Entered into One45:

Yes  No

Saved a PDF copy for the Trainee's file:

Yes  No

Emailed the processed Leave Request form to the Trainee for their records:

Yes  No