

Division of Gastroenterology, Hepatology, and Nutrition Faculty Absence Request Form



Form to be submitted at least 30 days prior to anticipated absence with administrative/patient care obligations adequately covered or absence will be unexcused. No clinics may be canceled, only rescheduled.

<u>Name</u>	<u>Date Submitted</u>



Type of Absence Academic Vacation Sick Military

Dates		
Educational Event (If applicable)		

<u>Coverage</u>		
<u>Service</u>	<u>Dates</u>	<u>Arrangements</u>
ULH		
VAMC		
Jewish		
Norton		
On Call		
Clinic - AIM		
Clinic - VAMC		
Open Access - VAMC		
		<u>Reschedule Date</u>
Clinic - Private Office (Clinic cancellation form required)		
Open Access - ULHCOG (Clinic cancellation form required)		

Kristine Krueger, M.D.



**25 Total PTO/Vacation days allowed per calendar year.
10 Academic Absence days allowed per calendar year.**

Approved Rejected

_____ Academic Absence Days taken

_____ PTO/Vacation Days taken

_____ Academic Absence Days remaining

_____ PTO/Vacation Days remaining