IM ABSENCE FORM

Please keep in mind that you are NOT permitted to miss the first or last day of the rotation (per the Dean’s Office).

Name:

Course assigned to:

Dates Requested:

Reason for absence:

Make up days/plan:

Emergency:

☐ Approved

☐ Denied

All permission must be received by the Director prior to the absence. Complete the form and return it to Mary Ann Snell. Please page Dr. Richards if there is an unusual circumstance that is not covered.

~ Jr. Core: No make-up necessary for up to 2 days in the cases of: death in the family, illness (MD note), wedding (immediate family). If a nightshift is missed then that nightshift must be made up.
~ Selectives: No make-up necessary for 1 day: death, illness (MD note), wedding (immediate family).
~ Presentations: No make-up necessary for up to 2 days if presenting at a conference. Must provide proof of presentation. If a nightshift is missed then that nightshift must be made up.
~ Any Senior: No make-up days necessary for up to 2 days with 6 weeks notice for USMLE exams & ACLS class. If proper notice is not given, the time must be made up. Please make every attempt to not schedule during externship
No make-up necessary for up to 1 day for death, illness (MD note), or wedding (immediate family). All other absences, if approved, must be made up.
~ Residency interviews: A total of 2 days during the 4 week senior medicine core may be used for residency interviews. However, this time must be made up within the rotation schedule. This also applies to the 2 days given for house hunting.
~ Residency interviews: A total of 4 days in Nov., Dec., & Jan. during any 4 week senior elective may be used for residency interviews.
~ Externship: You receive 3 days off per month. No make-up necessary for up to 1 day in cases of: death in the family, illness (MD note), wedding (immediate family). If a nightshift or long shift is missed that must be made up. Prior permission still must be received. Please make every attempt not to schedule USMLE exams & ACLS class during your externship.