

Appendix: 7.1

**FORM - Request for Leave from a Clerkship Rotation**

Effective August 25, 2008 (rev Jan2012)

**Part A: Student**

Name: \_\_\_\_\_ Pager: \_\_\_\_\_ Group: \_\_\_\_\_ Period: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Reason for Leave Request (provide details & location if applicable)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Clerkship Rotation Affected: \_\_\_\_\_

Dates of Leave: from: \_\_\_\_\_ to: \_\_\_\_\_

Return to Rotation on: \_\_\_\_\_

Supporting Documentation Attached:      Yes       No   
(I.e. invitation, announcement)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Part B: UGME Office**

Request approved to go forward to clerkship rotation director/coordinator or designate:

Approved:                       Not Approved:

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Part C: Clerkship Director/Coordinator or Designate**

Request Approved? Yes:                       No:

Actual Number of working days approved off from the rotation: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Fully completed form with supporting documents is to be returned to:  
**UGME Office, 260 Brodie Centre, Attn: UGME Clerkship Administrator**