

Administrative Leave Policy

The following policy applies to Conferences/Interviews

INSTRUCTIONS FOR COMPLETING THE LEAVE FORM:

- 1) Please complete the **entire Leave Form** and sign before submitting to the chief fellow and program coordinator.
 - 2) Leave CANNOT be taken during CIU, CICU, or consults.
 - 3) Documentation must be provided for Boards/Other (Boards, Interview Invitations, Conference, Visas)
 - 4) Leave is to be requested **at least 60 days** in advance
 - > If requested less than 60 days in advance, approval by the program director is required.
 - > If requested less than 30 days in advance, clinic CANNOT be cancelled (NO EXCEPTIONS).
 - 5) The chief fellow will approve all requests within 5 working days. Administrative processing can take up to an additional 5 working days. Total turn-around time for a leave request is up to 10 working days.
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1. **All time** taken away from work for post-graduate search must be within reason and documented for GME/ACGME.
2. Interviews **should not** be scheduled on clinic days (clinics cannot be cancelled).
3. Coverage should be discussed with the chief fellow after peer-to-peer discussion.

Cardiology fellows will fill out the **Leave form** and provide the following documentation to the Program Director cc Scheduling Chief and Program Coordinator.

- a) Invitation for Interview (including virtual interviews)
- b) Conference Acceptance email/Invite
- c) Duration of needed time off (including travel time)

Once approved by the Program Director, the Request will be submitted via DocuSign by the Coordinator for the appropriate signatures