



**UBC Department of Dermatology and Skin Science**

**Resident Leave Request Form**

*Please complete the form and email it to Leanne Li (leanne.li@ubc.ca)*

Resident Info					
Resident Name		Rotation Name		Request Submit Date	
Types of Leave	Vacation	Flex	Lieu Day	Conference	Others, please specify:
# of work days requested		Start Date		End Date	
Is the request more than 3 months?		Yes	No	Do you have the block supervisor's permission?	
				Yes	No
Are you taking any other days off during this block?			No	Yes, please specify the number of days	

Academic Responsibilities to be considered			
Please select the activities affected by your leave; and if so indicate who will be providing coverage:			
VGH Rounds:	Resident Covering:	Journal Club:	Resident Covering:
Evening Call:	Resident Covering:	AHD Textbook Review:	Resident Covering:
Noon Rounds:	Resident Covering:	Other:	Resident Covering:
Resident Clinic:	Resident Covering:	Other:	Resident Covering:

Hospital Coverage or Clinics Affected			
Clinic Affected	Preceptor Name	Date(s) of Clinic	Coverage for VGH/SPH consults if applied

Conference Leave			
Conference Name:		Are you presenting?	
		No	Yes
Will you be requesting reimbursement from RAF?		No	Yes
Will you be requesting additional funding for presnetaiotn at conference?		No	Yes (if yes, please fill the next page)

Please note funding is assessed each year and must be approved by the Program Director or Department Head. The following conferences are eligible:

- American Association of Dermatology
- Canadian Dermatology Association
- American Society of Dermatologic Surgery
- Society of Investigate Dermatology

Conference Information		
Conference Name:		
Supervisor's Name:	Dates: Fr	To
Title of Presentation:		

Breakdown for Amount of Funding Below	
Basic registration fee (if there is an "early bird" rate, it will be the amount supported)	\$
Abstract submission fees	\$
Course fee (Maximum \$200)	\$
Return Economy Excursion Airfare	\$
Hotel accommodation (double occupancy)	\$
Ground transportation (Maximum \$50)	\$
Meal Allowance (reasonable requests will be reviewed)	\$
Funding or bursaries provided by the conference	\$
Total (the cost minus funding or bursaries provided by the conference)	\$