Request for Leave – Interns

This form is used to make and approve leave requests for Interns. Requests for schedule time off should be made in advance as far as possible but no later than 30 days prior to the first day of leave requested.

Name (print): ____________________________

Dates: __________ to: __________ Total number of days: ______ Total number of hours: ______

☐ Personal (vacation, etc.) [10 days per year one year appointment]

   Activity: ________________________________

☐ Professional (attend scientific meeting, elective educational experiences, interview, etc.)
   [5 days maximum per one year appointment]

   Additional information to include name of meeting/experience and location: ____________________________

Trade Required:  ☐ Yes  ☐ No

Name of Person Trading Shift: ____________________________

Printed ____________________________

Signature ____________________________

Shift Traded: ____________________________

NOTE: Illness, injury, jury duty, etc. should be reported through: eleave.osu.edu

I certify that the information provided as part of this request is true, accurate, and complete. I understand that a person who, knowingly and with intent to defraud, requests leave using materially false information is guilty of fraud, which may result in disciplinary action.

Intern’s Signature: ____________________________ Date: __________

This request has been approved by the following individuals:

Faculty Member/Clinical: ____________________________ Date: __________

Printed ____________________________

Signature ____________________________

Faculty Member/Clinical: ____________________________ Date: __________

Signature ____________________________

Intern Director: ____________________________ Date: __________

Department Chair: ____________________________ Date: __________

The department will retain a copy of this form in the intern’s records. In signing the Request for Leave, the Intern Director indicates that they have received this form with complete signatures and approves the absence of the intern.

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