

# Leave Request Deadlines To Be Removed From the Call Schedule

<u>FOR THE MONTH OF:</u>	<u>REQUESTS DUE BY:</u>
JANUARY	NOVEMBER 15 <sup>TH</sup>
FEBRUARY	DECEMBER 15 <sup>TH</sup>
MARCH	JANUARY 15 <sup>TH</sup>
APRIL	FEBRUARY 15 <sup>TH</sup>
MAY	MARCH 15 <sup>TH</sup>
JUNE	APRIL 15 <sup>TH</sup>
JULY	MAY 15 <sup>TH</sup>
AUGUST	JUNE 15 <sup>TH</sup>
SEPTEMBER	JULY 15 <sup>TH</sup>
OCTOBER	AUGUST 15 <sup>TH</sup>
NOVEMBER	SEPTEMBER 15 <sup>TH</sup>
DECEMBER	OCTOBER 15 <sup>TH</sup>

Requests are due **IN THE INTERNAL MEDICINE DEPARTMENT** **BEFORE** the date listed above in order for the request to be honored.

Please note that this policy is for requests to be removed from the call schedule for leave requests. Requests for leave after the deadline will be accepted and may be approved, but your leave request will NOT be blocked for preparation of the call schedule and you may be placed on call during your requested leave. If this occurs, then YOU will be responsible for changing your call dates.