

MEMORANDUM

DATE: November 26, 2007
TO: Endocrinology Fellows
FROM: Fernando Ovalle, M.D., Fellowship Director
RE: Time Off Notification

In order to be fair and equitable to each fellow and provide documentation of training requirements, we need to reiterate guidelines for taking time off.

Please notify Debbie or me when you plan to take any days off, whether it is vacation or sick time. Prior notification is required for vacation time and you should call in to the office if you are sick.

Vacation or sick time should be kept to a minimum during Continuity clinic, VA clinic, or Biopsy clinic. If you must be out during one of the clinic times, you will also need to notify all affected personnel, (i.e., nurses, supervising faculty).

If you have any questions, or need to discuss. Please let me know.

FO/dhj