

**UBC Department of Medicine
Internal Medicine
Conference Leave Policy**

1. Ensure your conference leave request satisfies the following requirements:
 - A request in writing must be given to the Service Head three months prior to the start of rotation
 - One day of travel time prior to event and one day after event is allowable up to a total of 5 days (includes travel days)
 - The conference must be relevant to Internal Medicine Training
 - While approval for conference leave may be granted, the resident requesting leave is ultimately responsible for ensuring appropriate call coverage during the conference period
 - Residents on a one-month rotation will be allowed one-week vacation OR up to a total of 5 days conference leave only
2. If the conference leave you are requesting satisfies these criteria you can complete the Conference Leave Form.
3. Have your service chief email their approval via email to Melissa Nightingale.
4. Confirm that your leave has been approved by checking the Vacation/Leave category of your One 45 account. Please do not call or e-mail to check on the status unless you have first checked your One45.