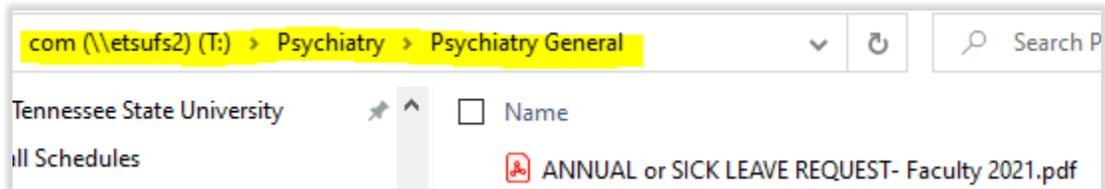


To fill out the Annual/Sick Leave form:

Open the ANNUAL OR SICK LEAVE REQUEST.pdf form from your email, the T:Psychiatry/Psychiatry General, or the website.

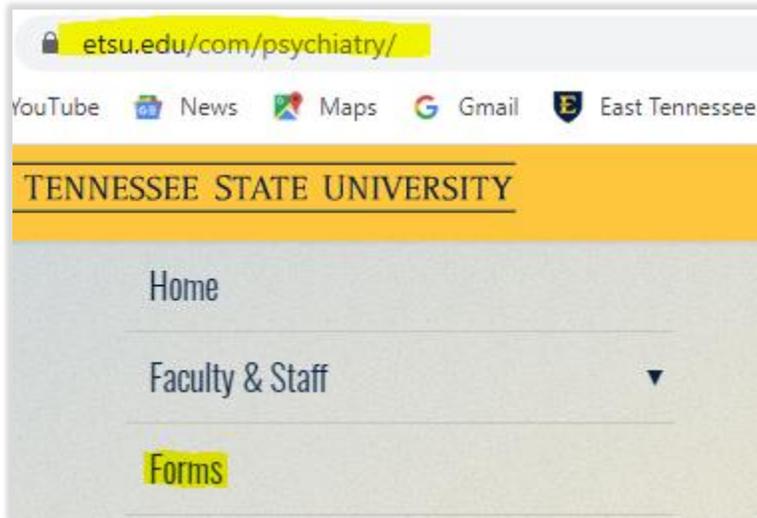
1) Email or T:Psychiatry/Psychiatry General:



If you usually use Adobe Pro, it should open in it. I have calendar and signature lines set up to help when using Adobe.

- a) Fill out Name and Date of request.
- b) Check whether it is Annual, Sick, or Other (enter they type) leave.
- c) If using Adobe, a calendar will pull up for the dates. Just enter the time including am/pm.
- d) If the Provider on the Call Schedule will be covering the University Call Coverage, simply put "Doc on call" in the space. However, if another Provider will be handling your patients, enter his/her name and send the form to them for Signature. (See #3 below for signing instructions). Once the covering physician signs and saves as a ".pdf", it should be emailed back to the Physician requesting Leave.
- e) If the Provider on the Call Schedule will be covering the University Call Coverage, simply put "Doc on call" in the space. However, if a different Provider will be covering the Resident Clinic Coverage, enter his/her name and send the form to them for Signature. (See #3 below for signing instructions) Once the covering physician signs and saves as a ".pdf", it should be emailed back to the Physician requesting Leave.
- f) If there is some concern that you may be needed, please enter an Emergency phone number.
- g) If there are other stipulations or concerns, like more coverage by other Providers, enter the information in the Additional Comments or Coverage.
- h) Once the final .pdf form is filled out with all signatures by the covering physician, print and sign your name in the appropriate lines at the bottom. (See #3 below for signing instructions)

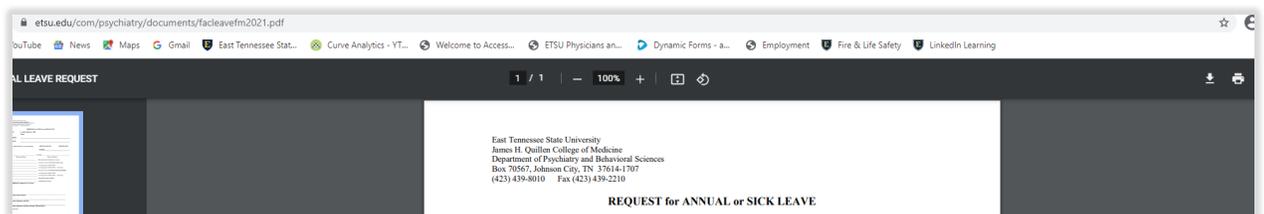
2) Website:



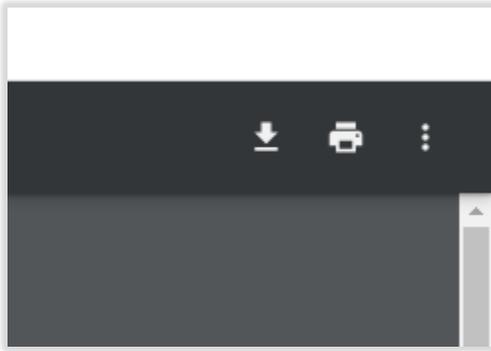
Select "Forms" on our web page. You will see this:



When you select the form you need, it will open it up in another browser:

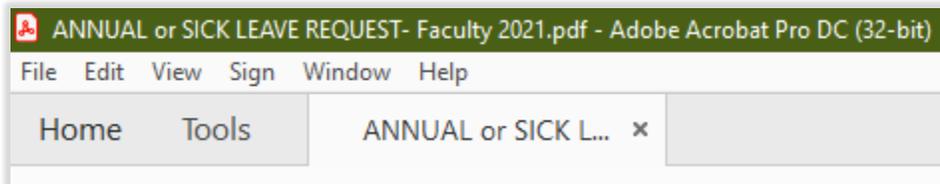


Select the Download button (down arrow) if you aren't going to print and complete.



You will have to save the form on your computer. If you are prompted to choose a program to open it, choose Adobe Pro if you have it. If you open using Adobe Pro, all of the formatting is set up like it is in the T: drive. Follow the instructions in #1 above to fill it out.

3) Signature Instructions for Adobe Pro if another Physician, besides “Doc on Call” is covering University Call Coverage or Resident Clinic Coverage:



Complete the form with as much information as possible. Be sure it is saved as a “.pdf” file and emailed to the covering physician.

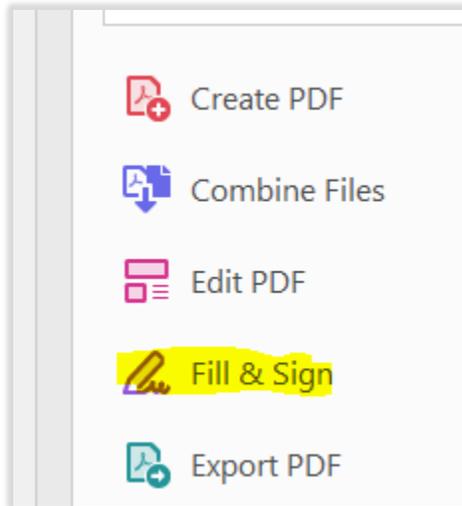
a) Digital Signature:

- 1) If the covering Physician selects the red signature tab on the appropriate line, he/she will be prompted to set up a digital signature (if it has not been set up in the past).

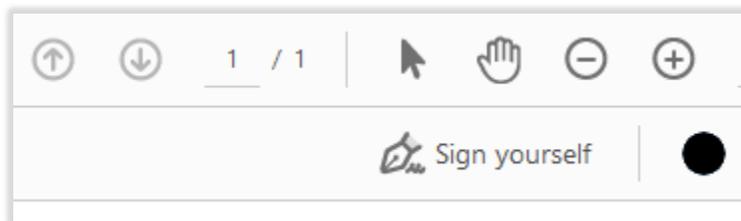


b) Fill & Sign Signature:

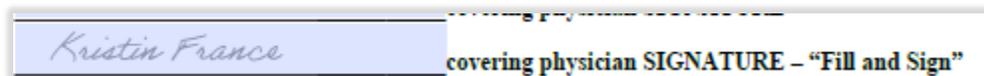
- 1) If the covering Physician selects the “Fill and Sign” line, they must select “Fill & Sign” on the right:



A “Sign yourself” prompt will show at the top:



You set up a signature by using the fonts available. You can also setting up initials. When you choose “Sign yourself”, you select the signature and drag it to the appropriate line. If you are covering for both Coverages, select your signature and drag to the appropriate line again.



Save the form as a “.pdf”. Email it back to the Physician requesting Leave.