REQUEST TO SWAP ROTATION or CHANGE VACATION

INSTRUCTIONS:

Schedule changes must be requested **three** months in advance.

Email a copy of this request to the residency scheduler: residencyscheduler@ucsf.edu. Please be sure the information is specific and complete.

The residency scheduler will obtain any necessary approvals (for example, from continuity clinic schedulers). An approved request will then be posted on AMION. Should the request be denied, the residency scheduler will notify the requester/s by email.

If you have any questions, please contact the Julia Toy, the residency scheduler at residencyscheduler@ucsf.edu, or by coming to the office, M984.

To be filled out by the resident/s:

<table>
<thead>
<tr>
<th>Name/s:</th>
<th>Programs:</th>
</tr>
</thead>
<tbody>
<tr>
<td>R1 □  R2 □  R3 □</td>
<td>VAPrime □  Cat □  UCPC □  SFPC □</td>
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<tr>
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<td>VAPrime □  Cat □  UCPC □  SFPC □</td>
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</tbody>
</table>

Today's Date:

Change from (name/s and dates as currently reflected in AMION):

Change to (name/s and dates):

Reason:

Updated 7/2015