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Notification of Resident Leave of Absence

CPME requires that programs inform the Council within 30 calendar days of the following:

- Resident resignation, termination, or transfer
- Delay in resident start date
- Resident extended leave of absence
- Resident extension of training

PMSR/RRA programs are 36-month programs. Leave time is set by individual institutions based on their specific policies set by the human resources department (and federal law, in the case of paid parental leave). Any resident who takes leave in excess of that provided by the institution (vacation leave, sick leave) must extend training to fulfill the program requirements.

When residents take extended leave such as parental, caregiver and medical leave, they must exhaust all other leave. Anything over and beyond requires an extension of training.

Please submit this form by email to your program liaison or to CPMESTaff@cpme.org as formal notification of changes related to individual residents within 30 days of notification of resident action:

1. Sponsoring Institution Information	
Sponsoring institution	
Address 1	
Address 2	
City/State/Zip	
Program Director	

2. Resident Information, Leave of Absence

Name of Resident	
Training Year	
Effective date of leave	
Anticipated date of return**	
Anticipated date of completion	
OTHER	
<p>** If the resident is taking leave and does not have a set return date, the program director must submit notification to the Council office within 30 days of the resident's return to the program. This notification must include the full period of leave taken by the resident and the expected date of completion.</p>	

By signing this form, the chief administrative officer(s) and the program director confirm the commitment of the institution(s) in providing podiatric residency training.

Chief administrative officer (or DIO) Date

CAO of co-sponsoring institution Date
(if applicable)

Chief administrative officer (or DIO) printed name

CAO of co-sponsoring institution printed name
(if applicable)

Program director Date

Program director printed name