ST VINCENT'S PRIVATE COMMUNITY HOSPITAL
GRIFFITH
A FACILITY OF ST VINCENT'S HEALTH AUSTRALIA

St Vincent's Private Hospitals Ltd trading as St Vincent's Private Community Hospital Griffith

ABN 61 0 83 645 505

LEAVE NOTIFICATION - VISITING MEDICAL OFFICERS

Doctor's Name: _____

Leave to commence on: (dd/mmm/yy) _____

Leave to terminate on (date inclusive): (dd/mmm/yy) _____

For multiple leave periods, please detail below;

(Example format: 15/02/2019 TO 28/02/2019 – Annual Leave)

Type of Leave:

- ☐ Annual
- ☐ Conference
- ☐ Sabbatical
- ☐ Maternity
- ☐ Other

Please state who will be covering you during your leave.

This is a mandatory field, if you will have no-one covering you please state this.

PLEASE COMPLETE ALL ABOVE INFORMATION AND RETURN VIA EMAIL TO: svpchg.bookings@svha.org.au

Your assistance in providing this information will enable the hospital to appropriately manage and maximise theatre/consulting utilisation and staff allocations.

This information will enhance our ability to meet your needs for ADHOC requests.

We would appreciate as much notification in advance for any cancellation of sessions. We ask that all list cancellations for other reasons be notified via the above bookings email