

Medical appointments

Trainees will be granted up to a **maximum** of 2 hours to attend a medical or dental appointment. Where possible, appointments should be scheduled for the start or end of the working day to minimise disruption.

Complete the special leave form with the appointment type e.g. Medical/Dental and state the date and time of your appointment.

Email your completed form to dclinpsy@qub.ac.uk



On the day, advise the class host if you will be absent/late/need to leave early during that time so they can let the contributor know on your behalf.