

Appendix K: Vacation Leave

Request for Vacation/Leave Form

Therapist Name _____ Date _____
Dates Out of Office _____

Travel Form turned into Office Administrator? Y N
At least two weeks prior? Y N
Titanium updated? (Cancel appointments) Y N

MFT Center Clients contacted? Y N N/A

MFT Center

Client # _____	Back up Therapist _____	Red Flags: _____
Client # _____	Back up Therapist _____	Red Flags: _____
Client # _____	Back up Therapist _____	Red Flags: _____
Client # _____	Back up Therapist _____	Red Flags: _____
Client # _____	Back up Therapist _____	Red Flags: _____
Client # _____	Back up Therapist _____	Red Flags: _____
Client # _____	Back up Therapist _____	Red Flags: _____
Client # _____	Back up Therapist _____	Red Flags: _____
Client # _____	Back up Therapist _____	Red Flags: _____
Client # _____	Back up Therapist _____	Red Flags: _____
Client # _____	Back up Therapist _____	Red Flags: _____

Approval signature Site Supervisor _____ Date _____

Approval signature at External Site _____ Date _____

Approval signature MFT Director _____ Date _____

You must inform your practicum supervisor, administrative assistant, and complete an MFT vacation approval form (see Appendix) if you will be unavailable or out of town for three business days or longer. The form should be completed and turned in to your practicum supervisor at least two weeks in advance. You will also need to identify a backup therapist and make your clients aware of what they need to do if they need to schedule a session while you are away. If you have any cases that have involved (present or past) violence or other potentially dangerous circumstances (i.e., red flags), these need to be made explicitly known to the program director, your practicum supervisor, the administrative assistant, and the backup therapist. These should also be noted on the vacation approval form. This may be a teammate or another therapist who is aware of cases. When approval form is completed please turn in to administrative assistant to be updated on the Titanium calendar, along with the name of your backup added in the description comment box. Failure to be available or have explicit backup when you are seeing clients is unethical and will result in a remediation plan.