

OFFICIAL PROTOCOL

EXCUSED ABSENCES

A. Please follow these steps when requesting approved leave.

1. Obtain a 4th Year Student Leave Request Form from the Department Office (see Appendix III). If you are scheduled for duties on the dates you are requesting leave, you must find a replacement before requesting the day off. If you have not received the emergency/ICU schedule for the time you are requesting off, please wait to request this form until you have received the emergency/ICU schedule. You will need to provide the name(s) of the person(s) taking your duties during your absence to the Department Office in order to obtain a Leave Request Form. Please review personal leave guidelines for 2 & 3 week rotations before obtaining the leave forms.
2. Obtain the signature of the faculty member in charge of the rotation. By signing, they are indicating that it is permissible for you to be absent on the date(s) indicated. The Department office will indicate make-up requirements if necessary on the form. Grades will not be reported until make-up days are completed. In some instances, an Incomplete may appear on a semester transcript. Failure to complete make-up work will result in a failing (F) grade. If the faculty member in charge of the rotation feels that your absence will hamper the functioning of the remaining group, or you have already been out for 5 days, he/she has the right to refuse permission for your absence.
3. **Return the form to the Clinical Sciences Department Office.**
4. Leave is not approved until the faculty member in charge of the rotation and Department Office have signed your form. Only one student may be out of a service each day.
5. The Department Office will forward a copy of the form to the Associate Dean's Office for final approval. No more than five days of leave will be granted during the year. **These days are to be used only for valid, important reasons (i.e. job interviews, house hunting, sickness, etc...).**