

OFFICIAL PROTOCOL

ABSENCE, TARDINESS AND LEAVE

Students are expected to be ready for class or clinical duty at the specific time assigned. In the case of illness or extreme personal emergency, the student must notify the faculty member in charge of the rotation **and the Department Office** (785-532-4890) or dcsc@vet.k-state.edu that they will be absent from duty. Students will be asked to complete the Leave Request form upon returning to clinics.

Students have 5 days of leave for the clinical year. Missed days on weekends are not counted as part of the 5 days except when clinical rotations have scheduled activities on weekends, such as Pet Health Clinic on select Saturday mornings. If a student misses a Pet Health Saturday Clinic, this counts as one-half of a day of leave. One day to take the NAVLE examination is not counted as one of the 5 personal days. It should be noted that regardless of service area, **only one person may be out from a VHC service rotation each day.**

Make-up of clinical assignments missed because of absence may be required by the senior clinician/faculty member leading the service activities of the rotation. There is an expectation that students will have a minimum of 13 week-day contact days for a three-week rotation and 9 week-day contact days for a two-week rotation. Make-up days need to be completed during week-day vacation or non-rotation days. Grades will not be reported until make-up days are completed. In some instances, an incomplete (I) grade may appear on a semester transcript if required time has not been made up by the end of a semester.

General Guidelines

For most three-week rotations (except diagnostic imaging/radiology): 13 contact week-days are required, students cannot miss more than 2 days (holidays included). Make-up days or repeat of the rotation may be required if more than 3 days are missed. 3 days out requires 1 day of make-up; 4 days out will require the rotation to be rescheduled.

Diagnostic Imaging (Radiology) requires that a minimum of 13 contact days must be completed, no more than 2 days can be missed. If a student is out 3 days, all 3 days must be made up; 4 days out will require the rotation to be rescheduled.

Two-week rotations require that a minimum of 9 contact week-days be completed. Students cannot be out of a rotation more than 1 day (holidays included). Make-up days or rescheduling of the entire rotation may be required if 2 days or more are missed. 2 days out requires 1 day of make-up; 3 days out requires the rotation to be rescheduled.

For one-week rotations or those with limited contact time such as dentistry, emergency rotation, and dermatology, no days out are allowed without make-up days. Missed days may result in rescheduling of the entire rotation.

Persistent tardiness or absenteeism will be reviewed by the Department Head and faculty, and may result in suspension from Hospital assignment. Persistent tardiness or absenteeism will result in either an incomplete (I) or failing (F) grade for the rotation.

Senior students are expected to report to assigned areas, in uniform, in accordance with Section schedules.

A. Please follow these steps when requesting approved leave.

1. Obtain a 4th Year Student Leave Request Form from the Department Office. 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.
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. **There is no entitlement for these days. They are to be used only for valid, important reasons (i.e. job interviews, house hunting, sickness, etc...).**