

OFFICIAL PROTOCOL

SWITCHING DUTIES AND PERSONAL LEAVE GUIDELINES

All duty changes must be made in person in the Clinical Sciences (CS) office. Come to the office and provide details of the switches you want to make and/or the dates you are requesting to be out of the hospital.

All changes must be made between 8:00 a.m. - 5:00 p.m. Monday through Friday. The CS office will notify the Emergency/Discharge Desk of any duty changes you make. If you do not follow these procedures, you will be expected to be on duty on the dates and times indicated on the schedule.

No duty changes may be made at the Emergency/Discharge Desk after hours unless you are ill, injured, or have a personal emergency.

Only 1 person may be out of a service each day. Leave Request forms are issued from the CS office. If you have an emergency or ICU duty on a day you want to leave, you must find someone to cover your duty before we can provide the Leave Request form. Students are responsible for arranging alternate care for their patients while absent from clinical duty.

You must notify the CS office (2-4890) or dcs@vet.k-state.edu and the faculty member in charge if you can't come in because of illness, or if you need to leave due to an emergency during the day. You will be responsible to find another student to cover any duties assigned for that day. You will be asked to complete the Leave Request form when you return.

General Guidelines

Senior veterinary students are expected to attend all regular week days on clinical rotations. If there is a need for absence during regular clinical days, these guidelines outline the minimal expectations for clinical rotation attendance.

For three-week rotations a minimum of 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.

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.

*Any days out over the allotted 5 personal days, requires Department Head approval and every day over the 5 must automatically be made up.

*Make-up days are to reach minimum contact days, they do not restore personal days.

*Please see the Excused Absences Protocol for additional guidelines.