

Undergraduate Medical Education

Procedure for Requesting Approval for Time Off in Undergraduate Medicine

Student Assessment Component: Procedure #SA-07P

Corresponding Policy: Policy #SA-07

Supersedes: none

Lead Writer: Dr. R. Van Wylick

Revisions: November 7, 2014



Procedure

In order to be absent from mandatory learning events, you must request approval from the teacher of the mandatory learning event as well as from the Course Director. For **Clinical Skills** you must request approval from the Term Director, **not your tutors**. You must submit your request at least **4 weeks prior** to the time you are requesting to be absent. In **Clerkship**, this request must be submitted at least **six weeks in advance of the start of the clinical rotation** due to call schedules.

1.0 For pre-clerkship, C1: MEDS 351, C2: MEDS 481 and C3: MEDS 491 please follow these steps:

- 1.1. Determine which learning events require mandatory attendance during the time period you would like to request approval for your absence. If you are unsure which event is mandatory, please email the Curricular Coordinator for confirmation.
- 1.2. Email the appropriate teacher(s) AND Course Director(s) to inform them of your request to be absent, and ask them how to make up for the missed mandatory session(s). For **Clinical Skills** you must contact the Term Director who will approve your time off and determine how the material you have missed can be made up. If your request is for missing a midterm exam or unit test you **MUST** email the Year Director for approval, cc'ing the Curricular Coordinator. If your request is granted, you can then inform the relevant Course Director.

If your request is for missing a **final exam**, you must submit a formal request outlining in detail the reason for your request and provide supporting documentation. This formal request must be sent to the Chair and Secretary of the Progress and Promotion Committee (P&P) and the Year Director at least 4 weeks in advance of the exam.

- 1.3. Gather the appropriate documentation for conferences, athletic events, medical leaves, etc. Documentation includes confirmation from conference organizers of abstract/poster acceptance and presentation; confirmation of participation in athletic event from organizing committee; Doctor's documentation for scheduled medical leave; etc.

-
- 1.4. Print and fill out the "Approval Form for Time Off", found at this link on the UGME website: http://meds.queensu.ca/assets/approval_time_off.pdf
 - 1.5. Attach your email correspondence from the teacher and Course Director outlining how you will make up for your absence during the mandatory session(s) along with any documentation to support your request to your filled out Approval Form for Time Off and hand it in at the UG office, to the attention of the Curricular Coordinator for your year. For **Clinical Skills** you must submit your documentation to the Term Director and have them sign your Time Off form.
 - 1.6. Once the form is approved, the Curricular Coordinator will store a copy of the request and documentation in your student file at the UGME and email a scanned copy back to you for your records. Once the time off is approved for **Clinical Skills** submit the form to the Clinical Skills Coordinator.

2.0 For clerkship, please follow these steps:

- 2.1. Determine whether there is a mandatory teaching session, orientation, mid or end of rotation evaluation meeting, end of rotation OSCE/departmental exam or an NBME on the date you are requesting off. Should one of these events be taking place, you will not be able to take that day off as a personal day.
- 2.2. If the date is at least six weeks in advance of the start of the rotation in which you will be taking time off, your time off form (see link below) may be faxed, scanned or handed in to the UGME. For scanning, use the ugme.clerkship@queensu.ca address. For faxing, use 613-533-3190. For personal days, the Curricular Coordinator will be able to approve your dates without getting authorization from the course and clerkship directors providing that you meet the conditions indicated above and on the form.

https://meds.queensu.ca/central/community/clerkship:additional_forms/document_sharing?section=view-file&id=18706&download=latest

- 2.3. If you are requesting a date within six weeks of the rotation's start, you must first get it signed by the course director or his/her designate. You must then submit the form to the Clerkship Coordinator who will obtain authorization from the Clerkship Director. All requests must indicate a reason for the time off and why it was not made prior to the six weeks' deadline.
- 2.4. Conference leave requests must always be accompanied by proof of presentation (confirmation from conference organizers of abstract/poster acceptance.) If you are requesting approval for a conference outside Canada, you must also fill out the OCASP form.

-
- 2.5. Once all appropriate documentation has been received and signatures obtained, the Clerkship Coordinator will send you an email approving your time off. This will be copied to the relevant program administrator. If the request has been denied, the email will explain why.
 - 2.6. It is incumbent upon you to ensure that any call for which you may have been scheduled is covered by another clerk within the same rotation and that your preceptors are aware of your absence and that switchboard at your hospital is aware of any switch. You should inform them well in advance of the date you are taking off and remind them just prior to this time.
 - 3.0 **Applying for long-term absences (defined as 1 week or more), please follow these steps:**
 - 3.1. Contact the appropriate Year Director or Coordinator to advise them of the nature of the leave request.
 - 3.2. Submit, in writing at the earliest possible date, to the Progress and Promotion Committee or the Associate Dean, your request for leave and, if possible, the expected date of return.
 - 3.3. Medical leaves must be supported by a treating physician letter.
 - 3.4. Consider a plan for reintegration and maintenance of clinical skills during the leave, if applicable.
 - 3.5. Urgent leave requests can be submitted to the Progress and Promotion Committee and Associate Dean for immediate action. **Students must ensure that they receive confirmation of receipt for their request.**

Re-entry following a long-term absence requires review by the Progress & Promotion Committee. The Committee will consider where you left your studies and the length of absence in order to determine the appropriate place in the curriculum to resume your studies.

For medical leaves, the Committee will require a letter from your treating physician supporting your return including any accommodation requirements.