

Undergraduate Medical Education

Procedure for Requesting Approval for Time Off in Undergraduate Medicine

Student Assessment Component: Procedure #SA-07P v2

Corresponding Policy: Policy #SA-07

Supersedes: #SA-07P (v1)

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Procedure

In order to be absent from mandatory learning events, you must request approval. The procedure for requesting approval varies depending on the type of learning event and your year of study. Note that this procedure relates to **planned absence and does not apply to absences due to illness**. Illness-related requests should follow the procedure outlined in the [QMed Help Tool](#).

In Preclerkship, you must submit your request **at least four (4) weeks prior** to the time you are requesting to be absent. In **Clerkship**, this request must be submitted at least **six (6) weeks in advance of the start of the clinical rotation** due to call schedules.

This procedure is split into three sections: procedure for requesting time off during Preclerkship and the Clerkship Curricular Courses (C1: MEDS 351, C2: MEDS 481, and C3: MEDS 491), procedure for requesting time off during Clerkship, and procedure for applying for long-term absences.

For Preclerkship and the Clerkship Curricular Courses (C1: MEDS 351, C2: MEDS 481, and C3: MEDS 491)

First, 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.

Gather the appropriate documentation for to support your request to be absent due to 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.

Print and fill out the "[Approval Form for Time Off – Preclerkship & Clerkship Units](#)" on the UGME website. Then, proceed to the section of this document that pertains to your year of study; i.e., Year 1, Year 2, or the Clerkship Curricular Courses.

1.0 **During Year 1:**

- 1.1. To request approval for absence from **mandatory learning sessions:** you must email the Year Director, cc'ing the Curricular Coordinator, with your request for time off. If your request is approved, the Year Director will determine how the material you will miss can be made up.
- 1.2. To request approval for absence from **Clinical Skills sessions:** you must email the Year Director, cc'ing the Curricular Coordinator, with your request for time off. If approved, the Year Director will then notify the Term Director and the Clinical Skills Coordinator. The Term Director will determine how the material you have missed can be made up. Please submit your completed time off form to the Clinical Skills Coordinator.
- 1.3. To request approval for absence from a **midterm exam or unit test:** you **MUST** email the Year Director for approval **at least 4 weeks in advance whenever possible**, cc'ing the Curricular Coordinator. If your request is approved, the Year Director will notify the relevant Course Director.
- 1.4. To request approval for absence from 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 four (4) weeks in advance of the exam.
- 1.5. If your request is approved, the Curricular Coordinator will store a copy of the approved request form and supporting documentation in your student file at the UGME and email a scanned copy back to you for your records.

2.0 **During Year 2:**

- 2.1. To request approval for absence from **mandatory learning sessions:** you must email the appropriate teacher(s) AND Course Director(s), cc'ing the Curricular Coordinator, to request their approval of your absence and ask them how to make up for the missed mandatory session(s).
- 2.2. To request approval for absence from **Clinical Skills sessions:** you must email your request to the Term Director, **not your tutors**, cc'ing both the Clinical Skills Coordinator and the Curricular Coordinator. If your request is approved, the Term Director will determine how the material you have missed can be made up. Once the time off is approved for **Clinical Skills** submit the form to the Clinical Skills Coordinator.

- 2.3. To request approval for absence from a **midterm exam or unit test**: you **MUST** email the Year Director for approval **at least 4 weeks in advance**, cc'ing the Curricular Coordinator. If your request is approved, the Year Director will notify the relevant Course Director.
- 2.4. To request approval for absence from 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 four (4) weeks in advance of the exam.
- 2.5. If your request is approved, the Curricular Coordinator will store a copy of the approved request form and supporting documentation in your student file at the UGME and email a scanned copy back to you for your records.
- 3.0 **During the Clerkship Curricular Courses (C1: MEDS 351, C2: MEDS 481, and C3: MEDS 491)**
- 3.1. To request approval for absence from **mandatory learning sessions**: you must email the appropriate teacher(s) AND Course Director(s), cc'ing the Curricular Coordinator, to request their approval of your absence and ask them how to make up for the missed mandatory session(s).
- 3.2. To request approval for absence from a **midterm exam or unit test**: you **MUST** email the Year Director for approval, cc'ing the Curricular Coordinator. If your request is approved, the Year Director will notify the relevant Course Director.
- 3.3. To request approval for absence from 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 four (4) weeks in advance of the exam.
- 3.4. If your request is approved, the Curricular Coordinator will store a copy of the approved request form and supporting documentation in your student file at the UGME and email a scanned copy back to you for your records.

4.0 For Clinical Clerkship, please follow these steps (and please use the CLERKSHIP FORM):

First, determine if the date(s) you request conflict with a mandatory attendance date or event. These include: a mandatory teaching session, orientation, mid or end of rotation assessment meeting, SIM session, end of rotation OSCE/departmental exam, an NBME, or other course/Clerkship mandatory event. If you are unsure if an event is mandatory, please check the list of Clerkship mandatory events on the main Clerkship MEdTech page, or email the Clinical Clerkship Coordinator for confirmation (ugme.clerkship@queensu.ca).

If relevant, gather the appropriate documentation to support your request. Documentation includes confirmation from conference organizers of abstract/poster acceptance and presentation; Doctor's documentation for scheduled medical leave; etc. Please ask the Clinical Clerkship Coordinator if you are unsure what documentation you may need to provide.

Print and fill out the "[Approval for Time Off Form – Clinical Clerkship Rotations](#)" and then follow the steps outlined below that most closely relate to your request.

NOTE: Time off for any reason is not to be considered approved until you have received an email confirmation from the Clinical Clerkship Coordinator, copying the appropriate Program Administrator, verifying your approval and the dates you will be off.

For all approved absences, 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, that your preceptors and chief residents are aware of your absence, and that switchboard at your hospital is aware of any change. You should inform them well in advance of the date you are taking off and remind them just prior to this time.

- 4.1. If your requested absence conflicts with a mandatory date/event, you **MUST** obtain approval from both your Course Director and the Clinical Clerkship Director, and you are responsible for making arrangements to reschedule the missed mandatory event, if possible. Once you have the appropriate documentation, approval from both the Course Director and the Clinical Clerkship Director, and arrangements for making up for the missed mandatory event, please notify the Clinical Clerkship Curricular Coordinator by forwarding proof of approval and supporting documentation to ugme.clerkship@queensu.ca.

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- 4.2. If you are requesting to use a **Personal Day** and you are submitting your request for approval at least **SIX (6) weeks in advance of the start of the rotation during which you will be taking time off**, the Clinical Clerkship Curricular Coordinator will be able to approve your request without getting authorization from the Course and Clinical Clerkship Directors (providing that you meet the conditions indicated in the [Attendance and Absences in UGME Policy](#) and on the form). You may fax, scan and email, or hand in your completed Clerkship Approval Form for Time Off to the UGME Office. For scanning, use the ugme.clerkship@queensu.ca address. For faxing, use 613-533-3190.
 - 4.3. If you are requesting to use a **Personal Day within SIX (6) weeks of the rotation's start date**, you **MUST** submit your request along with a reason for the time off and why it was not made prior to the six (6) weeks' deadline to both the Course Director and the Clinical Clerkship Director. If your request is approved, you must notify the Clinical Clerkship Curricular Coordinator by forwarding proof of approval and supporting documentation to ugme.clerkship@queensu.ca.
 - 4.4. **Conference Leave** requests must be approved by both your Course Director and the Clinical Clerkship Director, and must always indicate the date of the presentation and be accompanied by proof of presentation (confirmation from conference organizers of abstract/poster acceptance, and, if needed, from the student research supervisor attesting that the student is presenting). Student may be granted a travel day before and after the date of presentation.

If you are requesting approval for a conference outside of Canada, you must also fill out the OCASP form. The link to the OCASP form can be found on the main Clerkship course page on MEdTech Central or on the School of Medicine website.

All clerks who are applying for conference funding through the Dean's Office are responsible for submitting their own paperwork in advance of their departure for the conference. This program is not administered by the UGME.

- 5.0 **Applying for long-term absences (defined as one (1) week or more), please follow these steps:**
- 5.1. Contact the appropriate Year Director or Coordinator to advise them of the nature of the leave request.
- 5.2. As soon as possible, submit in writing your request for leave and, if possible, an expected date of return, to the Progress and Promotion Committee or the Associate Dean.
- 5.3. Consider a plan for reintegration and maintenance of clinical skills during the leave, if applicable.
- 5.4. 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 and Promotion Committee. The Committee will consider where in clerkship you left your studies and the length of absence, in order to determine the appropriate place in the curriculum for you to resume your rotations.

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