

MD Program

Procedure for Requesting Approval for Time Off in MD Program

<i>Student Assessment Component:</i>	<i>Procedure #SA-07P v3</i>
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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 [OMed Help Tool](#).

In Pre-clerkship, 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**.

This procedure is split into three sections: 1) procedure for requesting time off during Pre-clerkship and the Clerkship Curricular Courses (C1, C2, and C3), 2) procedure for requesting time off during Clerkship, and 3) procedure for applying for long-term absences.

For Pre-clerkship and the Clerkship Curricular Courses (C1, C2, and C3)

First, determine which learning events require mandatory attendance during the 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.

Complete the online form “Pre-clerkship and C-courses Time off Request” on the Elentra MD Resources Community. 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 (C1, C2, & C3). Please refer to the [Attendance and Absences in UGME Policy](#) to understand sanctioned absences prior to applying for time off.

1.0 During Year 1 and 2 and the Clerkship Curricular Courses (C1, C2, and C3):

- 1.1. Once completing the form, you will receive email confirmation that your time off request was successfully submitted. The curricular coordinator will be in touch within 3-5 business days.
- 1.2. 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 MD Program and email a confirmation of approval.

2.0 For Clinical Clerkship, please follow these steps (and please use the clinical clerkship time off links tab found on the Clerkship Overview Page in Elentra):

- 2.1 First, determine if the date(s) you request conflict with a mandatory attendance date or event. These include: a mandatory teaching session, orientation to the rotation (typically first day of block), mid or end of rotation assessment meeting, SIM session, examination day 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 Overview Page in Elentra, or email the Clinical Clerkship Coordinator for confirmation (mdclerkship@queensu.ca).
- 2.2 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.

NOTE: Time off for any reason other than Conference Leave is NOT to be considered approved until you have received an email confirmation from the respective Program Administrator, stating it has been approved by the Course Director. If it is verified that you are over your allowable number of personal days, approval will be rescinded.

- 2.3 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.

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- 2.4 If your requested absence conflicts with a mandatory date/event, you **MUST** obtain approval from 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 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 (mdclerkship@queensu.ca).
- 2.5 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 respective Program Assistant and Course Director approve your request (providing that you meet the conditions indicated in the [Attendance and Absences in MD Program Policy](#) and on the form).
- 2.6 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 Program Assistant and Course Director. mdclerkship@queensu.ca.
- 2.7 **Conference Leave** requests must be approved by the Clinical Clerkship Director and/or the Clinical Clerkship Curricular Coordinator 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). Students may be granted a travel day before and after the date of presentation.
- 2.7.1 If you are requesting approval for a conference outside of Canada, you must also complete the Off Campus Activity Safety (OCASP) documentation. This information can be found on the [MD Program Resources Community](#).
- 3.7.2 All clerks who are applying for conference funding are responsible for submitting their own paperwork in advance of their departure for the conference. Conference funding information can be found on the [MD Program Resources Community](#)
- 3.0 **Applying for long-term absences (defined as one (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. As soon as possible, submit in writing your request for leave and, if possible, an expected date of return, to the Assistant Dean, Academic Affairs.

- 3.3. Consider a plan for reintegration and maintenance of clinical skills during the leave, if applicable.
- 3.4. Urgent leave requests can be submitted to the Assistant Dean, Academic Affairs 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 via the Assistant Dean, Academic Affairs. They 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 Assistant Dean, Academic Affairs will require a letter from your treating physician supporting your return including any accommodation requirements.