

Policy for Student Requests for Academic or Personal Leave During Clerkship

Academic or personal leave, when granted, relieves the student of his/her usual clinical and educational duties. Students are expected to act professionally in seeking such requests.

Requests for academic or personal leave (beyond already designated vacation time) during clerkship can be granted in accordance with the following guidelines:

Requests must be made 6-weeks in advance of the date(s) requested by electronically submitting a completed Time Off Request Form to the undergrad office at UGME@dal.ca.

1. Academic Leave may be granted to students who are:
 - i. presenting the results of research at a regional academic meeting; or
 - ii. representing Dalhousie in an official capacity at a national or international meeting

The written request must include supporting documentation from the research supervisor, sponsor or university department. The leave will be considered for the day of presentation and reasonable travel time only. Personal days must be requested for additional time at a conference and will be subject to separate approval. In order to meet the six week deadline, students are encouraged to apply for leave simultaneously with applying for the conference.

2. Personal Leave may be granted to students to attend to significant personal matters or events. The request does not require specific reasons to be given, although these may later be requested by the Associate Dean, UGME in meetings described below in 7.
3. The maximum amount of time that can be requested for academic or personal leave during each clerkship year is 3 working days for each of the above, with a maximum of 6 days total. In situations where significant travel is required, additional time allowances may be accommodated with approval of the Associate Dean, UGME. The maximum amount of time allowed away from each rotation is 3 days.
4. It is important to note call responsibilities on statutory holidays and weekends are considered clerkship working days. Requests for time off must include Stat holiday/weekends if these dates you wish not to be scheduled for call duties. Every effort will be made by Clerkship Administrators to arrange call schedules so that the request can be accommodated without using the weekend days as personal days. Time off will not be approved during ITC or COE unless supported by Student Affairs.
5. Requests for Personal Days will not be approved for days when orientation activities occur, or during the week before an exam.
6. In situations where numerous requests are received by a clerkship rotation for the same period of time, the requests will be considered on a first-come first-served basis.
7. Prior to granting requests for academic or personal leave, the Associate Dean, UGME will determine that the student is in satisfactory academic standing. If there are concerns about the student's academic standing at the time of the request, the Associate Dean may deny the request and/or schedule a meeting with the student to discuss the matter. The student may also request a meeting if this was the reason for the absence not being approved. If the request has already been

granted but academic standing becomes a concern prior to the student taking leave, the Associate Dean will schedule a meeting with the student to discuss the matter and approved leave may be revoked.

8. If time requested occurs during an examination period, the student must also request a deferral of the exam(s) from the Associate Dean, UGME by completing an Exam Deferral Request form.

This policy is not meant to address leave taken due to emergencies, family illness, bereavement, or extenuating personal circumstances. As these circumstances require individual consideration, students are advised to contact the Office of Student Affairs for assistance with these matters.

Approved by the Curriculum Committee on April 23, 2009
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