

## **Clerkship Absentee, Weather and Holiday Policy**

The Required Clerkship Curriculum Committee, which is composed of clerkship directors, students, and members of the Dean's Office, developed the following policy related to absences from clinical coursework. These guidelines are also on the Web, will be provided to you as part of the Clerkship Track Scheduling material in the fall of the second year, and are included as part of each clerkship's syllabus.

Students should not expect to take time off during a four to twelve-week clerkship. Students should anticipate personal events (such as weddings and reunions) and academic events (such as presenting papers at meetings) before scheduling clerkships whenever possible, i.e. do not schedule a required clerkship during this time. Students needing any time off should consult with the appropriate clerkship director 4 – 6 weeks prior to the beginning of the clerkship. Although 2 days may be granted in very limited circumstances, students should not regard this policy as a guarantee of time off. Such absences should not be planned during orientations or final examinations. If more than 2 days off are needed during a clerkship, the clerkship should be rescheduled. In two-week clerkships, no time off will be approved.

As a member of a health care team in the 3<sup>rd</sup> and 4<sup>th</sup> years there are no guaranteed days off except for match day discussed below. This includes University of Washington holidays, traditional observances, and major days of religious significance. Students are expected to follow the holiday practice of the clinic/hospital/site at which they are rotating. Meaning, if it is a holiday at your site, you may get the day off. If it is a working day for your site, you must show up. Night call and rounding schedules take precedence. To plan ahead for holidays, you may wish to call the practice site in advance and inquire. All graduating students will be allowed to attend the match day celebration with no clerkship responsibility starting at 8AM on match day until the next morning (variable start time depending on the clerkship).

The inclement weather policy matches the holiday policy for 3<sup>rd</sup> and 4<sup>th</sup> year clerkships. If your team is working in the hospital or the clinic is open, you are expected to show up (while keeping travel safety in mind).

During a clerkship, if a student must miss time due to illness, weather or personal emergency, this protocol must be followed. Students missing ANY number of days must speak with the site director as well as the attending or resident in charge prior to the start of the shift. It is not acceptable to leave only a phone or email message or to contact only administrative staff. Students should receive confirmation (direct conversation, return email or phone call) from the site director and/or the attending/resident in charge indicating that the team is aware of the student's absence. The specific person and his/her contact information are available on the individual clerkship websites. Students missing THREE OR MORE days must also contact the Clerkship Director who will determine if make-up time is needed for unintended absences or if the entire clerkship needs to be rescheduled.

If a clerkship exam must be postponed, the student should contact the Clerkship Director to determine if the exam should be rescheduled as soon as possible or delayed until the

next time the exam is given. Progress in other clerkships may be interrupted until the examination is taken depending on the situation surrounding the delay.

Students absent without permission may receive a Fail grade and may be required to repeat the clerkship. In addition, students may also receive an Unacceptable professionalism grade.

Students should plan time in their schedule for residency interviewing and not have clinical courses scheduled during that time. If interviews are offered during times when students are already scheduled for required or elective clerkships in the fourth year, students should work directly with the Clerkship Director in advance of the clerkship regarding absences for residency interviews.

*Revised and Approved by Required Clerkship Committee: June 2011*