



Excused Absences, Years 3 and 4

Policy Statement
Reason for Policy
Procedures

Effective: June, 2011
Last Updated: January 3, 2014; May, 2011

Responsible University Officer:
Senior Associate Dean for Undergraduate Medical Educ

ADDITIONAL DETAILS
Related Information

Policy Owner:
Office of Undergraduate Medical Education

Policy Contact:
*Years 3 & 4 Coordinator
Registrar*

Policy Statement

Students are permitted not more than three absences (days) during a six week rotation, two days for a four week rotation or one day for two week rotation. This policy pertains to ALL clerkships and courses, required or elective. Such absences include but are not limited to the following: emergencies, residency program interviews, illness, family crisis without prior written approval of clerkship director and faculty preceptor.

Some days are required and NOT excusable; including but not limited to orientation (1st day of clerkship).*

* Refer to policy for Attendance Requirements for Courses, Clerkships and Exams

Reason for Policy

To maximize learning opportunities, students' time off from patient care opportunities during clinical rotations must be limited

Procedure

1. All students on clerkships are permitted to work no more than 6 days per week.
2. In addition, students may be excused for absences, as long as the reasons are consistent with Medical School policy:
https://www.meded.umn.edu/policies/Attendance_Requirements_for_Courses_Clerkships_and_Exams.pdf

The following are the only reasons for which an excused absence will be supported by the Office of Medical Education, and where makeup work will be provided:

- Religious holidays and restrictions
- Illness, personal crisis or family emergency
- Examination days for Step 2CK and Step 2CS (including one travel day for Step 2CS), although students are encouraged to schedule these exams during their weeks off.

3. In addition, 4th year students may take “*Emergency Days Off*”, one half day per week, for a total of 3 full days during a 6 week clerkship, 2 full days for a 4 week clerkship, and 1 full day for a 2 week clerkship) **for residency program interviews only if approved by the site and clerkship directors**. These “emergency days off” may occur only during residency interview season (October-January of 4th year). **Any other days off required for interviews may be granted at the discretion of the clerkship director**. Students will be required to make up those missed days as specified by the clerkship director and as soon as possible.
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Related Information

- Policy: Attendance Requirements for Courses, Clerkships and Exams

Approved by CEC members May 6, 2011