

Personal Leave Policy

1. During the basic science phase, the student adheres to the college calendar. The first-year (Foundation Phase) student is permitted three (3) personal leave days.
2. During the clinical (Integrative) phase of the Program, the student has five (5) personal leave days. The days may be used for absences due to vacation, job interviews, attendance at anesthesia related professional meetings, illness or for other absences that have received approval from the Program Director or his/her proxy.
3. Personal Leave
 - a. Approval of five (5) personal days will normally permit the student to be absent for one calendar week. The accompanying weekend days may be given if the student is obligated to work weekends, at the discretion of the Clinical Site Coordinator.
 - b. The Program Director (or his/her designee) must approve any personal leave.
 - c. Personal leave will generally be limited to one (1) week during any one month. Both the Program Director and Clinical Site Coordinator must approve any exceptions.
 - d. Personal leave will not be granted during the first rotation of the Integrative Phase of the Program.
 - e. Personal leave will not be granted during the first two (2) weeks of a student's initial rotation at any clinical site. It is permissible to request leave during the first week of a rotation to which the student has previously rotated.
 - f. Personal leave will not be granted on the last day of the Program (see Terminal Leave below).
 - g. After personal leave has been fully approved, it may not be cancelled. Requests to exchange previously approved absence time with a colleague will be considered provided both parties are in agreement with the exchange, and the exchange is equitable. All such requests for exception must be approved by both the Program Director and Clinical Site Coordinator.
4. Holidays

Students will adhere to the holidays observed at the individual clinical sites. Please note that each clinical site may observe different holidays. It is the responsibility of the student to follow the holiday schedule of the individual clinical site with disregard for MHSA holidays.

 - a. Clinical sites that require call: Personal leave that is granted on a holiday may result in the utilization of the student's personal leave time.
 - b. Clinical rotations that do not require call: Students will be granted the day off on all holidays observed by the individual institutions. Holidays do not result in the loss of personal time.
 - c. The only exception to this holiday policy is the week of Thanksgiving and the two weeks scheduled around the Christmas/New Year's holiday.
5. Illness
 - a. Absence due to illness results in the use of personal leave time.
 - b. Time taken for illness more than allowable personal days shall be made up.

- c. The student must notify the clinical site of illness pursuant to the specific clinical site's policy.
- d. The student must also notify the Director of Clinical Affairs (or his/her designee), during business hours, or the absence on the day of the absence. (Note: If the illness occurs on a weekend or holiday, notification must occur the following business day)
- e. Calling in absent on the morning of a clinical assignment is unacceptable, unless the student is gravely and acutely ill, and is unable, for personal and patient safety reasons, to complete the clinical assignment. In the event of such an illness, the student should call in sick and use accrued personal leave time off.
- f. There are three (3) days of unscheduled clinical time off allotted per academic year for which a medical excuse is not required. Accumulation of unscheduled time off in excess of the three (3) per academic year, implies that a student is chronically ill and therefore requires a legitimate excuse written by the physician in charge of the student's care explaining the nature of the illness and an anticipated date for return to clinical duties.
- g. Unexcused absence from didactic or clinical assignments shall necessitate reporting of the student to the Committee on Student Progress for disciplinary action.
- h. Within 48 hours of returning from the absence, the student must submit a completed *Excused Absence Form* to the Program Director (or his/her designee).
- i. Absence from a clinical assignment due to illness will be accounted for as follows:
 - i. Absence from a day shift = One (1) personal leave day
 - ii. Absence from a 12-hour shift = 1.5 personal leave days
 - iii. Absence from a 16-hour call shift = 2 personal leave days
 - iv. Absence from a 24-hour call shift = 3 personal leave days

6. Meeting Time

Personal leave days may be taken for attendance at professional meetings not already required by the Anesthesiologist Assistant Program.

- a. The Anesthesiologist Assistant Program requires student attendance at the following annual meetings. Exact dates will be made available to the student as soon as they become available to allow adequate schedule preparation and travel arrangement time.
 - i. American Academy of Anesthesiologists Assistant Annual Meeting (late April)
 - 1. The students will be granted administrative leave for the duration of all scheduled educational and professional conferences.
 - 2. At the discretion of the Program Director, the student may be granted administrative time as travel days immediately surrounding the scheduled conference time.
- b. The Anesthesiologist Assistant Program strongly encourages attendance at the following annual meeting. Exact dates will be made available to the student as soon as they become available to allow adequate schedule preparation and travel arrangement time.
 - i. American Society of Anesthesiologist Annual Meeting (mid-October)
 - 1. The students will be granted administrative leave for the duration of all scheduled educational and professional conferences.

2. At the discretion of the Program Director, the student may be granted administrative time as travel days immediately surrounding the scheduled conference time.
- c. Students making professional presentations at meetings, subject to the approval of the Program Director (or his/her designee), may be granted administrative leave to attend and present at the meeting.
- d. All other days missed due to professional meeting attendance will be charged to the student's personal leave time.

7. Military Time

Personal leave time will be granted to students who serve in the U.S. Military or Reserves. This time must be requested as far in advance as possible. Every effort will be made to accommodate such requests unless they are submitted after the cutoff date for schedule requests. If military leave results in the student exceeding the allocated personal leave, the days in excess of allotted time must be made up.

8. Bereavement Leave

The purpose of Bereavement Leave is to provide the student with time away from clinical responsibilities for bereavement in the event of the death of a student's family member, spouse, domestic partner, or family there-of, for the purposes of attending the funeral services. For the purposes of this Handbook, "family member" is defined as a child, parent, grand-parent, grandchild, parent-in-law, sister, sister-in-law, brother, brother-in-law, and son-in-law or daughter-in-law. Bereavement Leave may be granted for a period of up to three (3) consecutive scheduled clinical days between the date of death through the second day following the funeral. Under this policy, the student is not required to make up the three (3) days utilized for Bereavement Leave. The student must notify the Program office, as well as their respective clinical coordinator, as soon as possible following the death of the family member. The Program reserves the right to request proof of the relationship and/or date of the funeral. In the event that three (3) days is not sufficient, an extended leave of absence will be considered by the Program Director on a case-by-case basis. Time missed in excess of three (3) days will need to be made up prior to graduation.

9. Terminal Leave

Terminal Leave (i.e. absence on the last day that the student is scheduled on a clinical rotation) is not permitted and will result in delayed graduation.

Procedure for Requesting Personal Leave

- A. The student must submit a completed *Excused Absence Form* to the Director of Clinical Affairs (or his/her designee). Requests shall not be submitted directly to any clinical site.
- B. Early requests are encouraged.
- C. Requests must be submitted no later than the 10th of the preceding month.
- D. Following approval by the Program Director (or his/her designee), the request will be forwarded to the appropriate clinical site coordinator. If the request is denied, the student will be so informed.
- E. Following approval by the clinical site coordinator, the student will be notified.
- F. Students are strongly discouraged from making any form of non-refundable reservations until receiving official notification that personal leave has been granted by both the Program and the Clinical Site, when applicable.