

## **Policies and Guidelines Regarding Absences from Junior Clerkships**

(Adopted by the Curriculum Oversight Committee)

We understand that situations may arise when a student will need to request absence from daily responsibilities on a required clerkship in the junior year for a brief period of time. The school has adopted the guidelines listed below to give you insight as to what might be considered an acceptable request. Note that these are institutional guidelines and some of the clerkships may have more specific policies.

All requests for leave must be presented to the clerkship director; it is your responsibility to make certain that they are approved. **Recognize, that some clerkships are shorter than others making absences for non-emergencies unacceptable.**

**1) Emergent Absence:** The clerkship director should be notified as soon as possible.

**Illness:** Your illness will be excused. An excuse from your physician must be provided if you are out for 2 days or more. Serious illness of a family member may be an acceptable reason for leave depending on the circumstances. Leaves of more than two days will require remediation prior to completion of the clerkship.

**Funeral Leave:** The death of immediate family members which include spouse, child, parents, grandparents or siblings will be excused. Other funeral leave may be acceptable depending on the circumstances. Leave of more than two days will require remediation prior to completion of the clerkship.

**2) Non-emergent Absence:** Clerkship directors must be asked about these absences prior to the start of the clerkship.

**Wedding:** Requests for leave may be considered if the student is part of the wedding ceremony. *Requests of this type must be made in writing or via e-mail prior to the start of the clerkship.* Some of the required clerkships may not approve these requests. Leave of more than two days will require remediation prior to completion of the clerkship.

**Educational leave or School Business:** Students may be asked to participate in conferences to present research findings or to represent the school at local or national meetings. *Requests of this type must be made in writing or via e-mail prior to the start of the clerkship.* Some of the required clerkships may not approve these requests if others can represent you or the school. Leave of more than two days will require remediation prior to completion of the clerkship.

Extenuating circumstances may arise which do not fall in the categories as listed above. As stated above, all requests should be made to the clerkship director. Over the course of the clerkship, leave totaling more than two days may require remediation prior to completion of the clerkship. Remediation may involve additional call nights, additional weekend responsibilities or clinical work on days normally set aside for shelf exam preparation. Sufficient remediation will be established at the discretion of the clerkship director. Additionally, absences for non-emergencies may be reflected in the evaluation of your work habits or professionalism.

## **Guidelines for Students on Clinical Rotations during an Emergency**

In the event of an emergency closure of the LSU School of Medicine in New Orleans:

- 1) Students on clinical rotations in New Orleans will be officially excused from school and their clinical responsibilities pending further notice through the emergency website.
- 2) Students on clinical rotations in Baton Rouge, Lafayette and other sites not listed should be excused from school and their clinical responsibilities for up to 48 hours (to care for their families or personal property in New Orleans). Students on these rotations may choose to continue their clinical work uninterrupted. Students needing more than 48 hours to care for their personal property and family should contact both the school administration and their clerkship director to request additional time off.
- 3) All students should be familiar with the Chancellor's Memorandum-51 on weather-related emergency procedures. In particular, note the following:

“All employees and students are required to update their personal contact information on the LSUHSC-NO registry. The registry will become available on-line via the LSUHSC-NO website once a state of emergency has been declared by the Chancellor. Faculty staff and students failing to update their contact information on the registry will be subjected to disciplinary action up to and including being charged with an unauthorized absence.”