

## **Time Off Request Policy from Clinical courses**

[HTTPS://WEBAPPS1.HEALTHCARE.UIOWA.EDU/TIMEOFF](https://webapps1.healthcare.uiowa.edu/timeoff)

Do not enter time off requests **until after November 1** for the next calendar year

---

- Students are expected to arrange all commitments during unscheduled time and scheduled breaks.
- Neither scheduled nor excused absences obviate the student from completing the required course or clerkship activities.

### **ATTENDANCE EXPECTATIONS**

---

Students are expected to attend all scheduled instruction in preclinical and clinical courses. We know that unanticipated or anticipated absences may arise.

Whenever possible, the most successful resolution is to request a schedule change through OSAC by emailing CCOM-Reg-schedules@uiowa.edu or stopping by 1216 MERF to move the clinical rotation to another block rather than asking a clerkship director to provide special arrangements. When this is not possible, the course or clerkship director has the authority to act on the student's request. Details and/or documentation maybe required when making a request.

### **STRATEGIES TO AID YOUR REQUEST**

---

- Give plenty of notice – request as far in advance as possible
- Call in on the day of an illness and report the absence to the clerkship contact and the supervising resident or staff physician
- With an unforeseen absence, submit the time off request as soon as possible after the fact

### **REQUESTS AND RESPONSES - TIME OFF IS NOT GUARANTEED**

---

Requests that should be approved:

- Personal health appointments - student or immediate family
- Death in the immediate family

Requests which may or may not be granted depending on the clerkship and duration of the request:

- Presentation at a regional or national meeting
- Attendance at an established CCOM meeting for which the student is member of the committee
- Attendance/participation at a wedding. Weddings are often known well in advance and students are encouraged to work with OSAC to secure a schedule change. Requests to move an examination from the last day of the clerkship to accommodate wedding events are discouraged.
- *Sub-Internships:* Time off from Sub-Internships is very limited. Generally, students are expected to follow the same schedule as residents, which includes working on weekends. If you know you will need time off during a Sub-I (such as attending a conference or wedding), it is preferable to modify your schedule as such absence requests are likely to be denied.

Requests typically denied:

- To miss first day/orientation
- To miss/reschedule exam day
- To miss/reschedule OSCE exam
- Asking for additional time off during a 2-week clerkship that includes a University holiday
- Asking for time after Match Day for activities related to your residency (e.g., house hunting)
- Time off from one course/clerkship to make up time in another course/clerkship.
- Car repair
- Haircuts
- Pet related issue

---

### GROUP FACILITATION, TEACHING, AND CONTINUITY OF CARE ABSENCES

---

- Students involved in group facilitation/teaching for CBL/PCL should not ask off for more than 1 half day per week during a four-week clerkship and not more 1 half day during a two-week rotation.
- For students registered for COC (Continuity of Care):
  - Do not request more than 1 half day per 2-weeks from selectives or sub-internships
  - Do not request more than 1 half day per week from advanced electives, whether they are 2-week or 4-weeks clerkships
  - Students are allowed to register for COC and be a group facilitator for CAPS, MAS or MOHD but they cannot ask off for both COC and group facilitation in the same week. All other COC requirements must be met or continued facilitation will not be possible.

---

### ABSENCE TYPES

---

- **Unanticipated Absence:** Students must notify the course or clerkship director of absences resulting from illness or other unanticipated issues. A course or clerkship director may require details regarding the absence, but not medical documentation.
- **Unanticipated Absence Due to Exposure:** Students exposed to an infectious disease should notify the course or clerkship director. A student who develops symptoms should not report to class or clerkships but should call Student Health to be evaluated. A student exposed to a blood-borne pathogen should follow the instructions under [Health Policies](#).
- **Anticipated Absence:** Students must request permission in advance when an issue arises that cause them to miss time in a course or clerkship. An unexcused absence may result in a failing grade.