

## Departmental Policy

### LEAVE OF ABSENCE/ (MEDICAL STUDENTS)

Classification	Table of Contents
Operations	Purpose 1
Approval Authority	Scope 2
Associate Dean	Definitions 3
Implementation Authority	Procedures 4
Manager, UME	Special Situations 5
Effective Date	Responsibilities 6
November 26, 2010	Appendices 7
Latest Revision	History 8
July 28, 2025	

- Purpose**                    **1**    To assist medical students who require time away from the program.
- Scope**                    **2**    This policy applies to all medical students.
- Definitions**              **3**    In this policy
- a) “Leave of Absence” means being away from medical school for greater than one week.  
Short Term – A Short-Term LOA is required when a student needs more than three (3) consecutive days away from the program for academic, medical, or personal reasons.
  - b) . All short term absences should refer to the Attendance Policy.
  - c) Parental Leave - All eligible students are entitled to up to one (1) year of parental leave, regardless of gender or parental role. While the Canadian standard allows for up to 18 months, the one-year duration supports academic continuity. Extensions may be granted based on individual circumstances.
  - d) Reasons to request a leave of absence or short term time away may include:
    - Conferences (presentation at a conference or invitation to facilitate)
    - Meetings (as a representative of the CSM)
    - Illness
    - Personal time (significant personal event)
    - Other reasons if approved by the Associate or Assistant Dean
  - e) “Program Supervisors” means UME personnel responsible for Pre-Clerkship & Clerkship.

- f) “Approval authority” means the office or officer responsible for approving University policy and procedures.
- g) “Implementation authority” means the office or officer responsible for implementing University policy and procedures as well as monitoring compliance.

Procedures	4	<ol style="list-style-type: none"> <li>1. Complete and sign the <b><u>Application for Leave of Absence/Time Away Form</u></b> (Refer to Appendix 1 – Table of Reasons). Forms are available online at:</li> <li>2. <a href="#">UME Leave of Absence Form</a></li> <li>3. Request for a Leave of Absence goes through the Assistant Dean for the respective year the student is in the program. The student communicates the indication for the leave with the Associate/Assistant Dean, or designate. This discussion normally includes: reason for leave of absence/time away, duration of leave required, requirements for return to program, implications for remainder of MD Program. In urgent situations, telephone or email correspondence with the Associate/Assistant Dean or designate may occur. However, the in-person discussion is still recommended when possible.</li> <li>4. Some types of leaves will require an appearance at Student Academic Review Committee (SARC) – as described in the SARC terms of reference.</li> <li>5. Completed and approved forms will be filed in with the student’s records in UME.</li> <li>6. Whenever possible, application for a leave of absence should be made well in advance of the anticipated leave, or as soon as possible after the event necessitating the leave occurs. While it is often difficult to anticipate the need for a leave, it is helpful if the end of the leave can be arranged to occur at the beginning of a Unit/Block or clerkship rotation.</li> </ol>
Special Situations	5	<p><b>STUDENT LOANS &amp; INTEREST FREE PROGRAMS</b></p> <p>Students going on Leave of Absence should understand this affects any current loans and Interest Free program and should contact the UME Financial Literacy Consultant for further clarification contacting their lenders and potentially going on Leave of Absence.</p>
Responsibilities	6	<p><b>LEAVES GREATER THAN 2 WEEKS:</b></p> <p>Leaves of absence may be granted up to one year. Leaves of absences greater than 2 weeks may require SARC approval (e.g. medical leaves do not). For medical leaves of absences however, a fitness to return letter may be required before recommencing. Routine parental leave requests no longer require approval from the Student Academic Review Committee (SARC).</p> <p>During a leave of absence, students are not permitted to continue with their medical program, including attendance to structured teaching sessions, writing summative examinations, and seeing patients (e.g. as part of a course/clerkship, student-run clinic or shadowing). Students on parental leaves, or administrative leaves (e.g. time period between program-imposed repeat years) are permitted to:</p> <ul style="list-style-type: none"> <li>- study on their own (including usage of OSLEP/Freshsheet resources)</li> </ul>

- participate in research activity
- participate in Cumming School of Medicine committee activities, including student-led activities

Students on medical leaves of absences are permitted, at the discretion of the treating physician, to:

- study on their own (including usage of OSLER/Freshsheet resources)
- participate in research activity
- participate in Cumming School of Medicine committee activities, including student-led activities

Preclerkship MD Students returning from an approved Leave of Absence will be scheduled to join the beginning of the next respective class or at the beginning of the relevant unit

Clerkship Medical students with leaves longer than 2 weeks, are to meet with the Program Supervisor and develop a proposed schedule plan for return. The proposed schedule plan will be based on availability of rotation.

Please refer to table below regarding tuition:

Program Year	Term	Leave before tuition and fee payment deadline	Leave after tuition and fee payment deadline
Year 1	Fall (July – Dec)	No charge	Full tuition
	Winter (Jan – March)	No charge	Full tuition
	Spring (April – June)	No charge	Full tuition
Year 2	Fall (July – Dec)	No charge	Full tuition
Year 3	Winter (Jan – April)	No charge	Full tuition
	Spring (May – June)	No charge	Full tuition
	Fall (July – Dec)	No charge	Full tuition
	Winter (Jan – April)	No charge	Full tuition

	Term	Remedial or make up completed prior to the Spring promotion deadline
Spring Convocation	Spring	No charge

		Program extend beyond Spring promotion deadline
Fall Convocation	Spring	Full tuition

For payment deadline please refer to the Academic Schedule:

<https://www.ucalgary.ca/pubs/calendar/current/academic-schedule.html>

## Appendices

- 7** Clerkship MD Student – Refer Clerkship Student Handbook for Leave of Absence Guideline.

### Appendix 1 – Table of Reasons

## History

**8** Drafted: November 10, 2010

Approved: UME Management  
November 26, 2010

Effective: December 2010

Approved:  
UMEC September 23, 2016

Updated: UME Management - April 30, 2019  
UME Management – July 2025

## TABLE OF REASONS FOR LEAVE OF ABSENCES

Reasons	Details of Leave of Absence	Requires Associate Dean Approval or Designate	Requires SARC Approval
Bereavement	Three (3) work days plus two (2) travel days	No	No
Funeral	One-half (1/2) day	No	No
Provides support and/or care for an immediate family member	<u>&lt;2 Weeks:</u> Negotiated with Associate Dean or Designate	Yes	No
	<u>&gt;2 Weeks:</u> Negotiated with Associate Dean or Designate	Yes	Yes
Medical Requirements	<u>&lt;2 Weeks:</u> Negotiated with Associate Dean or Designate	Yes	No
	<u>&gt;2 Weeks:</u> Negotiated with Associate Dean or Designate	Yes	No
*Maternity – up to one year *Paternity – up to six months	Negotiated with Associate Dean or Designate	Yes	No
Educational Meetings (Clerkship)	Student is a voting member at the medical organizational meeting that necessitates his/her presence at the meeting.	Assistant Dean	No
Presentation at conference	Student is presenting research or invited to facilitate a national/international workshop/panel (documentation required, maximum of three days given up to 2 times during MD program)	Assistant Dean	No
Religious Circumstances	Negotiated with Associate Dean or Designate	Yes	No
Exceptional Circumstances	Negotiated with Associate Dean or Designate	Yes	Yes
Medical Leaves exceeding maximum allotted time to complete the program	MD Program (6 years)	Yes	Yes
	Leaders in Medicine Program (8 years)	Yes	Yes
Undertake a course of study not related to MD Program (completes a BSC or MSC Program)	Negotiated with Associate Dean or Designate	Yes	Yes
<b>OTHER LEAVE OF ABSENCE IN YEAR 3</b>			
Personal Time Away	Negotiated with Clerkship Director &/or Elective Preceptor	No	No
Undertakes other scholarly activities i.e. clinical or basic research	Negotiated with Associate Dean or Designate	Yes	Yes