



## **LEAVE OF ABSENCE/TIME AWAY (MEDICAL STUDENTS)**

### Departmental Policy

<b>Authorizing Unit</b>	<b><u>Table of Contents:</u></b>  Purpose 1 Scope 2 Definitions 3 Procedures 4 Special Situations 5 Responsibilities 6 Appendices 7 History 8
<b>Classification</b> Operations	
<b>Approval Authority</b> Associate Dean, Undergraduate Medical Education (UME)	
<b>Implementation Authority</b> Manager, UME	
<b>Effective Date</b> November 26, 2010	
<b>Last Revision</b> April 30, 2019	

- Purpose**      **1** To assist all medical student who are unable to continue a program as a full-time student.
- 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 a week.
  - b) Time Away (Short-term) – means being away from medical school for less than a week for the following reasons:
    - CARMS Interviews
    - Conferences
    - Meetings
    - Illness
    - Personal time.
  - c) "Program Supervisors" means UME personnel responsible for Pre-Clerkship & Clerkship.
  - d) "Approval authority" means the office or officer responsible for approving University policy and procedures.

- e) "Implementation authority" means the office or officer responsible for implementing University policy and procedures as well as monitoring compliance.

- Procedures**      **4**
1. Complete and sign the **Application for Leave of Absence/Time Away Form** (Refer to Appendix 1 – Table of Reasons). Forms are available online at: [http://www.ucalgary.ca/mdprogram/about-us/ume-policies-guidelines-forms-terms-reference#quickset-field\\_collection\\_quicktabs\\_1](http://www.ucalgary.ca/mdprogram/about-us/ume-policies-guidelines-forms-terms-reference#quickset-field_collection_quicktabs_1)
  2. Request for a Leave of Absence or Time Away goes through the Assistant Dean for the respective year the student is in the program. The student discusses the leave with the Assistant Dean, UME 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 Dean or designate may occur. However, the in person discussion is still recommended when possible.
  3. Some types of leaves will require an appearance at Student Academic Review Committee (SARC).
  4. Completed and approved forms will be filed in with the students' records in UME.
  5. Whenever possible, application for a leave of absence/time away should be made 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 beginning and end of the leave coincides with the beginning and end dates of the registration year.

- Special Situations**      **5 STUDENT LOANS & INTEREST FREE PROGRAMS**
- Students going on Leave of Absence should understand this affects any current loans and Interest Free program and should contact enrolment Services (403-201-7625 or <http://www.ucalgary.ca/studentfinance>) for further clarification contacting their lenders and potentially going on Leave of Absence.

- Responsibilities**      **6 LEAVES GREATER THAN 2 WEEKS:**
- Leaves of absence may be granted up to one year. Leaves of absences greater than 2 weeks will require SARC approval (except maternity leaves). For medical leaves of absences, a fitness to return letter will be required before recommencing.

During a leave of absence, students are not permitted to continue with their medical program, including attendance to structured teaching sessions, writing certifying examinations, and seeing patients (e.g. as part of a course/clerkship, student-run clinic or shadowing). Students on maternity leaves, or administrative leaves (e.g. time period between SARC-imposed repeat years) are permitted to:

- study on their own (including usage of OSLE resources)
- write formative examinations
- 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 resources)
- write formative examinations
- participate in research activity
- participate in Cumming School of Medicine committee activities, including student-led activities

Year 1 and Year 2 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 course.

Year 3 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. The plan is to be taken to SARC for approval to continue in the MD Program.

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
Year 2	Spring (April – June)	No charge	Full tuition
	Fall (July – Dec)	No charge	Full tuition
	Winter (Jan – Mar)	No charge	Full tuition
Year 3	Spring (April – 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** Year 3 MD Student – Refer to Clerkship Student Handbook for Leave of Absence Guideline.

**Appendix 1 – Table of Reasons:**

**TABLE OF REASONS FOR LEAVE OF ABSENCES**

<b>Reasons</b>	<b>Details of Leave of Absence</b>	<b>Requires Associate Dean Approval or Designate</b>	<b>Requires SARC Approval</b>
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	Yes
*Maternity – up to one year *Paternity – up to six months	Negotiated with Associate Dean or Designate	Yes	No
Conferences (Clerkship)	Presenting a research paper including documentation (letter of invite or copy of page from program).	Clerkship Director	No
Educational Meetings (Clerkship)	Student is a voting member at the medical organizational meeting that necessitates his/her presence at the meeting.	Clerkship Director	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 (5 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
Pursues a less formal course which enriches their experience	Negotiated with Associate Dean or Designate	Yes	Yes
Undertakes other scholarly activities i.e. clinical or basic research	Negotiated with Associate Dean or Designate	Yes	Yes
Off for three (3) days – documentation is required	Negotiated with Associate Dean or Designate Clerkship Director	Yes	No
		Yes	No

**History**

**8** Approved: UME Management: November 26, 2010