

POLICY C13 Clinical Leave

Policy Name: Clinical Leave
Policy Category & Number: C13
Person Responsible: Program Coordinator Clinical Education Experience
Approved by: Dean
Effective Date: May 20, 2022
Version: 1.0
Policy Status: Approved

- I. Policy:
It is the policy of Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) to establish a clinical leave policy.
- II. Purpose:
The purpose of this policy is to outline the procedure for students to request a clinical leave.
- III. Scope:
This policy applies to all SOMI students.
- IV. Policy Details:
A clinical leave allows the student to miss a portion of the clinical program due to special circumstances and then return into the program to continue their education. A clinical leave may be granted by the Dean or designee and is not subject to student appeal. A clinical leave may be requested for health or personal reasons. The maximum timeframe a clinical leave will be granted for is 4 weeks.

A student that requests a clinical leave must complete a Clinical Leave Request Form (C13a) and submit to Dean or designee for approval. A student granted a clinical leave must follow attendance policies for all didactic courses. The School **does not** have a leave of absence for the didactic portion of the program.

Scheduled Clinical Leave

A scheduled clinical leave is used for known issues that will interfere with the normal progression of clinical education where the student will miss time from clinical longer than 2 consecutive days. Advanced notification in the

POLICY C13 Clinical Leave

form of a written request for this leave is submitted for consideration. Not all clinical leave requests are approved. Any student granted a clinical leave must be willing to meet a rigorous schedule upon their return to complete the program requirements for graduation.

Unscheduled Clinical Leave

An unscheduled clinical leave is used for emergency situations that cause the student to miss clinical educational time, longer than 2 consecutive days, where the student is unable to notify the Dean in advance. Once the request is granted, after notification, the student agrees in writing to meet all requirements established by the Dean before resuming clinical.

The agreed upon time frame for a clinical leave may be extended by the Dean for extenuating circumstances and with notification of the student.

The clinical leave may also result in a withdrawal from the program by the Dean, should the time frame exceed 4 weeks.

Student Requirements for a Clinical Leave

A student granted a clinical leave is required to make up all clinical time missed in excess of allotted clinical time off as outlined in the Clinical Attendance policy (C14). Make-up time will occur during School breaks only, (i.e., Spring Break, Fall Break). Make-up time is scheduled by the School's Program Coordinator Clinical Education Experience and will not occur on days that Bon Secours Mercy Health System recognizes as holidays. All clinical hours must be made up prior to graduation, preferably during the semester the clinical leave occurred in.

Any student granted a clinical leave will be ineligible for Perfect Clinical Attendance.

*Active-Duty Military Reservists is considered on a case-by-case basis.

V. Definitions:
None

POLICY C13 Clinical Leave

VI. Attachments:

N/A

VII. Related Policies:

C13a – Clinical Leave Request Form

C14 – Clinical Attendance

VIII. Disclaimers:

- a. Nothing in this policy creates a contractual relationship between Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) and any party. SOMI, in its sole discretion, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

IX. Version Control:

Version	Date	Description	Prepared by
1.0	5/20/2022	New Template & Revisions	Program Coordinator Clinical Education Experience