

POLICY TITLE: *Core Clerkship Personal Days Policy*

APPROVAL DATE: *July 2, 2020*

RESPONSIBLE DEPARTMENT: *Office of Medical Education
and Office of Student Affairs*

APPLIES TO: *M3 students*

Core Clerkship Personal Days Policy

Purpose

The purpose of the personal day policy is to provide students with flexibility in their clerkship year to address personal or professional needs at their discretion (e.g. any personal event or issue that does not fall under the list of excused absences). As students learn to transition to the clinical environment, it is important that they learn the importance of time management and managing days off while still completing all of the requirements of a core rotation. Students also need to learn how to balance these other needs with their professional responsibility to their team and caring for patients.

Definitions

A personal day is defined as a day during a required core clerkship in the third year when a medical student will be excused from the rotation and is not required to state their reason for taking the day.

Procedure

Students are allowed FOUR personal days throughout the duration of their third year. No more than one personal day can be taken on any individual clerkship. Personal days should be requested 4 to 6 weeks but not less than 30 days before the requested date in order to provide sufficient notice to your team of your absence as well as the clerkship director to reschedule any missed activities. Requests made after that time will most likely be denied.

Personal days will NOT be permitted on specific blackout or restricted dates that will be clearly outlined on the OME website by clerkship. Note: Clerkship Blackout days will be reviewed and approved by the M3/4 Curriculum Committee and EPC on an annual basis.

Instances where personal days are NOT PERMITTED:

- Clerkship Orientation Day
- End of Clerkship Exam, OSCE, or any other required clerkship assessment or activity.
- Assignment in which a student has responsibilities that would impact the clerkship, e.g. overnight or weekend call. (Unless the student can make arrangements for coverage, not always possible for all clerkships).
- Student has already exhausted one personal day allowance on a rotation.
- Limit of two personal days in the Fall term and two personal days in the Spring term.
- No half days or hourly counts will be permitted.
- The day before or after a scheduled holiday.
- Students may not take a personal day during a Specialty Clerkship.

Steps that must be completed before a personal day is granted:

- Student completes the on-line MSSF form requesting a Core Clerkship Personal Day, and indicate the clerkship and dates requested.
- The student attests that the personal day request does not fall on a day which the clerkship has defined as a blackout or restricted day.
- An email is automatically generated via MedOneStop to the clerkship director and/or coordinator if the student has not exceeded the number of absences or personal days allotted in a required rotation. The clerkship coordinator is responsible for confirming that the requested date does not fall in a restricted period and notifies the student that the request is approved and notifies the service attending or preceptor that the student's absence is approved.
- If the student has exceeded the number of absences or personal days for a required rotation or term, MedOneStop will generate an automatic email which explains the reason for denial to the student.

Responsibility

- Clerkship directors will not penalize students or make assumptions regarding interest when students take a personal day.
- Students understand that they are still expected to meet all requirements of the core rotation and, at the discretion of the clerkship director, may be required to make up any missed work.
- All absences, whether pre-approved or unexpected, count toward the maximum allowed. If a student exceeds the allowed time, he/she will need to make up the additional time at the discretion of the clerkship director.
- If there are concerns with multiple absences, the clerkship director will notify the Associate Dean for Student Affairs.
- Students may not exceed a TOTAL number of absences, including personal days, as follows:
 - 2 absences in a 4 week third-year clerkship
 - 3 absences in a 6 week third-year clerkship, or
 - 3 absences in an 8 week third-year clerkship
 - In a 6-week or 8-week rotation, the student may not take a personal day in the same 4-week period as 2 other absences

Approval and Effective Date

The policy is effective starting July 6, 2020 and will be reviewed in Spring of 2021 to determine whether it continues and whether any revisions to the policy need to be made.