Time Off During Required Clerkships
1. Any time off from clinical rotations is at the discretion of the clerkship director. The clerkship director may decline to grant time off and/or may require remediation.
2. Any time off allowed by the clerkship director should not materially change the rotation.
3. Students may not miss more than one day in a five week clerkship and may not miss more than two days in clerkships greater than five weeks without being required to make up that time.

These days off are for excused absences (eg Illness) and not meant for personal days and are at the discretion of the clerkship director/site director. Any unexcused absences will need to be remediated, and may be subject to losing Professionalism points in the final clerkship grade.

Time off During Electives/MS4 Interviewing
Senior medical students have ample credit time available to be able to plan for periods of time off in the fourth year to accommodate residency interviews. Because interviewing for a house officer position is time-consuming, students are expected to schedule blocks of time off for this purpose. Time off during the MS4 year is governed by the same policy as above.

Practical Considerations
1. Students should request time off for planned absences as far in advance as possible; three months or more is preferred, but no less than one month before the start of the clerkship. You must make this request to the contact listed for the clerkship in the Course Selection Book.
2. Any student who anticipates needing multiple absences over the clerkship period, and particularly over the academic year, is directed to discuss their situation with the Dean for Student Affairs who can then interface with clerkship directors to facilitate appropriate scheduling adjustments. Examples include: regularly scheduled medical therapies, counseling, or personal/family needs
3. When a medical student is to be absent from assigned duties on clinical services, for any reason, it is the responsibility of the individual student to notify the attending faculty physician, the director of any ongoing experiences (e.g. longitudinal Family Medicine lecture series) of his/her absence AND the clerkship director with as much prior notice as possible. Prospective arrangements for absences should not unduly inconvenience other members of the team including students, house officers, faculty, or staff. When asking for time off for medical or personal reasons, the utmost professionalism is expected of students.
**Extended Illness**

On rare occasions when a prolonged illness causes a student to miss more than one day in a less than five week clerkship, or more than two days in a greater than five week clerkship, the student should:

1. Visit Student Health Services to obtain written documentation regarding duty restrictions, if any. You should provide this documentation to your Clerkship Director.
2. Upon recovery, you should consult with the Clerkship Director regarding the viability of successfully completing the clerkship as planned. Consultation with the Dean of Student Affairs may be necessary.