• **EXCUSED ABSENCES FROM MANDATORY SESSIONS:** Students may be excused from mandatory sessions on the basis of serious health issues, family emergencies, religious holy days, or presentation of their work at meetings (other similar circumstances, to be handled on a case-by-case basis). In these circumstances, students must notify the course administration in advance if they will be unable to attend a mandatory class session. If the mandatory session is a small group, students also should notify their group facilitator and group mates. If the student will miss clinical duties, he/she must also alert the supervising faculty. It is recognized that in some situations students will not be able to provide advance notice. In these circumstances, students should contact the course administration and/or the Associate Dean for Medical Student Affairs or the Assistant Dean for Assessment as soon as possible to explain why they were unable to attend.

• **PERSONAL DAYS:** It is recognized that life events that are neither serious health issues nor family emergencies may affect a student’s schedule. In these cases, students may request one or more personal days in order to miss a mandatory session. The rules that govern the use of Personal Days follow:
  
  o Students **must** notify the course administration in writing and in advance using the appropriate Student Leave Request Form. Student Leave Forms are available online on the Student Affairs website at the Forms link.
  
  o Students who anticipate missing a mandatory small group session due to taking a personal day **must** notify their group facilitator/clinical team/classmates in advance that they will not be attending.
  
  o Students will be held responsible for material they miss when taking personal days. At the discretion of the course administration, students may have to complete a make-up assignment on material they missed.
  
  o Students will be allowed to take up to a total of three (3) personal days during the FML phase (not more than one day per course).
  
  o **Personal Day Blackout Periods:** Students **may not** use a personal day to extend a School holiday (not including normal weekend breaks). Also, students **may not** use Personal Days to miss mandatory sessions, including:
    - Examinations
    - First day of class
    - Orientation
    - Last day of class before an assessment in a block
    - Other mandatory sessions as determined by course leadership/administration
NAME: ________________________________TODAY’S DATE: ________________
COURSE: ______________________________MISSED DATE(S): ________________
REASON(S) FOR LEAVE: _______________________________________________

- EXCUSED ABSENCE (serious health issues, family emergencies, religious holy days, or presentation of work at meetings)

- PERSONAL DAY (life events that are neither serious health issues nor family emergencies but are reasons that a student may be away from their daily learning activities or coursework)

HAVE YOU DISCUSSED WITH YOUR BLOCK/COURSE DIRECTOR(S)?
  - YES
  - NO

HAVE YOU DISCUSSED WITH YOUR SMALL GROUP FACILITATOR(S)?
  - YES
  - NO

HAVE YOU DISCUSSED WITH YOUR SMALL GROUP CLASSMATES?
  - YES
  - NO

HAVE YOU DISCUSSED WITH YOUR CLINICAL PRECEPTOR?
  - YES
  - NO

HAVE YOU DISCUSSED WITH YOUR CLINICAL TEAM?
  - YES
  - NO

APPROVED: _____________________________________________________

ASSOCIATE DEAN FOR ASSESSMENT OR
ASSOCIATE DEAN FOR MEDICAL STUDENT AFFAIRS