

Leave of Absence from Clinical Year Training

Purpose

The purpose of this policy is to provide a leave of absence is an approved interruption of clinical year training. This policy outlines the process for approving such an interruption and identifies the appropriate bodies and agencies who must be notified about a leave of absence.

Scope of this Policy

This policy applies to all clinical year students registered in the 4th year of the D.V.M program at the College of Veterinary Medicine (the “College”), University of Saskatchewan.

Policy

Clinical year training requirements are such that by the end of the clinical year all rotations and degree requirements must be successfully achieved for a student to be eligible to convocate. Clinical year training requirements are generally completed in one academic year; however, it is understood that some clinical year students may require an interruption of training (leave of absence). Circumstances that qualify students for a leave of absence are: parental leave; medical/sick leave; compassionate leave; others at the discretion of the Clinical Year Leave Committee (CYLC). Following a leave of absence, it is the expectation of the College that time lost or rotations/learning experiences missed will be made up upon re-entry into the clinical year of training.

While on a leave of absence, a student is still expected to maintain a standard of conduct in keeping with the standards of the program, the University and the veterinary profession. Failure to meet this standard will result in the appropriate sanctions.

Any leave of absence must be approved by the CYLC and is not to exceed one year in length. In exceptional circumstances, students may be granted more than one leave of absence per clinical year.

A leave of absence is granted with the understanding that the promotion/graduation date will be delayed by an amount of time equal to the leave. A leave of absence will not supersede the promotion standards which can be found at <https://programs.usask.ca/veterinary-medicine/policies.php#RegistrationandAttendance>. All degree requirements must be completed within 6 years from the date that a student first enrolls in the D.V.M. program.

The student must communicate with the Associate Dean Clinical Programs office on a monthly basis with respect to the status of the leave (with the exception of a leave with predetermined end date). If a student is non-responsive, the Associate Dean Clinical Programs office reserves the right to contact the student directly.

Except in extraordinary circumstances, a student participating in remedial training shall not be permitted to take a leave of absence. Should the CYLC deem a leave of absence appropriate, the Remediation program will be considered incomplete. In such event, the Remediation program will be reinstated upon the student's return, taking into account the availability of the required rotation and the need for continuity of clinical experience.

Student appeals and Remediation programs will be deferred until a clinical year student has been cleared to return to the training program in conjunction with Access and Equity Services and the physician involved in the student's care.

Responsibilities

All leaves must be approved by the CYLC which is comprised of the Associate Dean, Academic; the Associate Dean, Clinical Programs; Manager, Student Services; Curriculum Manager; and a representative from Access and Equity Services.

It is the student's professional responsibility to ensure that the appropriate people are notified of the leave of absence and that appropriate arrangements for coverage have been made. Although the student retains their membership with the Saskatchewan Veterinary Medical Association ("SVMA") throughout their period of leave, it is their responsibility to ensure that they notify the SVMA office at the time when they begin their leave and at the time when they return to the D.V.M. program.

Non-compliance

Instances or concerns of non-compliance with this policy should be brought to the attention of the Associate Dean, Clinical Programs.

Procedures

[Procedure for request, approval of and return from a leave of absence](#)

Contact

Manager, Curriculum

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