

# Procedure for Request, Approval of and Return from Leave of Absence

<b>Procedure:</b>	Procedure for Request, Approval of and Return from Leave of Absence
<b>Policy reference:</b>	Leave of absence from clinical year training
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**1. PURPOSE**

To establish the procedure for requesting, approving and returning from a leave of absence from the clinical year of the D.V.M. program while maintaining credit for previous successfully completed rotations as part of the VINT 580 course, as well as notifying the relevant parties. A leave will not be approved for longer than one year in duration while retaining credit for previous rotations.

**2. INTRODUCTION**

A leave of absence is an approved interruption of training.

**3. SCOPE**

This document applies to all clinical year students registered and in good standing in the 4<sup>th</sup> year of the D.V.M. program at the College of Veterinary Medicine, University of Saskatchewan.

**4. DEFINITIONS**

Clinical Year Leave Committee (CYLC) – The committee responsible for the review of all leave requests that 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.

ADCP – The Associate Dean Clinical Programs or their delegate.

AES – Access and Equity Services.

**6. SPECIFIC PROCEDURE**

**1) Request and approvals for leave of absence**

- a) A student must submit a written leave of absence request (“Leave Request”) to the Associate Dean Clinical Programs office.
- b) In the case of a medical leave, the student must register with Access and Equity Services (AES). The Leave Request must include medical documentation from a physician involved in the student’s care. The physician must provide a written medical certificate or other documentation in support of the Leave Request along with the any paperwork required by AES.

- c) The CYLC will review the request for approval. Any approvals of Leave Request must be in accordance with all WCVM policies and will not supersede the WCVM promotion standards.
- d) If the Leave Request is granted the student's VMC privileges (i.e. VetNet access, locker space, keys, dosimetry badge, etc.) will be interrupted upon approval of the leave of absence.
- e) The student will notify the Saskatchewan Veterinary Medical Association of their approved leave from the D.V.M. program.

## **2) During the leave of absence**

- a) Students must communicate with the Associate Dean Clinical Programs office on a monthly basis (with the exception of a leave with predetermined end date).
- b) Students must notify the Associate Dean Clinical Programs office of any changes to the Leave Request. The CYLC will consider such changes and determine approval.
- c) A Leave Request approved for medical reasons is accompanied by the expectation that the student must receive care and support.

Student's requesting a medical leave of absence must produce a medical certificate to verify that medical care is being received. The student's privacy is respected and information on the medical certificate will not disclose the reason for the medical leave. The medical certificate will; however, include the anticipated duration of the leave of absence.

In the event of an extended medical leave (not to be longer than one year in duration), monthly medical certificates are to be provided by the treating physician and must be submitted to AES.

## **3) Returning from a leave of absence**

- a) Students should return from a leave of absence when it is determined they are ready.
- b) Students must provide adequate notice of their return to the ADCP's office (a minimum of two weeks' notice is required). All efforts will be made to arrange the return to clinical training at the requested time. Due to the nature of the clinical year, there may be instances where rotation spaces may be limited or unavailable.
- c) The student will notify the Saskatchewan Veterinary Medical Association of their return to the D.V.M. program.
- d) The student cannot resume training until all credentialing/privileges are reinstated.
- e) Medical leave of absence: Prior to a student's return from a medical leave of absence the physician involved in the student's care must provide a written medical certificate or declaration of readiness to return as a condition of returning to clinical studies(Return to Program Readiness). AES may request an additional independent medical opinion in order to ensure the student is medically fit fitness to return from a leave of absence.
- f) Students returning after a prolonged leave of absence may receive an adjusted rotation schedule.
- g) In exceptional circumstances, the CYLC may determine that it is not appropriate for a student on a leave of absence to re-enter the program. If this is the case, the student will be notified by the Associate Dean, Academic of the D.V.M. program decision against re-entry. Appeals of this decision follow the University of Saskatchewan policies/procedures for appeals in program standing.

## **7. FORMS AND TEMPLATES**

Leave of Absence Request Form

Fitness to Return to Residency

## **9. CHANGE HISTORY**

New document – August 2019