

YALE UNIVERSITY SCHOOL OF MEDICINE POLICY

ABSENTEEISM FROM CLINICAL CLERKSHIPS

Students who are unable to attend a clinical clerkship activity for one of the accepted* reasons should notify their attending clinical supervisor as soon as possible. Students should also notify the director and the administrator of the clerkship. An absence for more than three days during a 12-week integrated clerkship block may need to be made up or may lead to an incomplete at the discretion of the leadership of the clerkship. Depending upon the length of absence and the ability of the student to satisfy the requirements of the clerkship during the remainder of the learning experience, the student may be required to spend additional time or repeat the whole clerkship.

*The following constitute acceptable reasons for being absent from a clinical clerkship:

- Personal illness or illness in immediate family member
- To seek health-related care
- Death in the family
- Religious holiday observances
- Participation in a conference in which the student is the lead author/presenter and directly participating in the conference presentation.

○ To request an absence due to attendance at a conference, the student should email the Manager of Clerkships no less than 30 days prior to the start of the 12-week integrated clerkship during which the conference will take place. This email must include the completed form [“Request for Conference Absence from a Clerkship”](#). For an absence during the first 12-week period of the clerkship year, the request should be submitted as soon as the order of the student’s four integrated clerkship blocks is known. If a request to attend a conference is submitted less than 30 days prior to the start of the affected integrated clerkship block, it will not be granted unless there are extenuating circumstances deemed acceptable by the Director of Clerkships.

○ A student may take only one absence to participate in a research conference in a 12-month clerkship year.

○ The student is allowed up to one day to travel to the conference, a day to present at the conference, and a day to return from the conference. Requests for a longer absence will be considered at the discretion of the Director of Clerkships.

○ If a requested period of absence to attend a conference ends on a Friday, the student should not assume that they will be free from required clinical activities over the adjoining weekend.

**YALE UNIVERSITY
SCHOOL OF MEDICINE
REQUEST TO ATTEND A CONFERENCE FORM**

Please use the form below to request an absence from a clerkship to attend a conference at which you are a lead author/presenter and directly participating in the conference presentation. Submit the completed form **to the Manager of Clerkships (see below)**.

Requests should be submitted at least 60 days prior to the start of the 12-week clerkship rotation.

Student's FIRST Name:		Student's LAST Name:	
Name of Conference:			
Location of Conference (City, State, Country):			
Conference Dates:			
Travel Dates:	Date(s) you are presenting:	# of days to be absent from the Clerkship:	Clerkship you are assigned to during the conference:
PI Name (Principal Investigator):		Academic Advisor's Name:	

Please submit this request to:

Gina Franco, Manager of Clerkships & Electives, Office of Curriculum; gina.franco@yale.edu