

YALE UNIVERSITY SCHOOL OF MEDICINE POLICY

ABSENTEEISM FROM ELECTIVES AND SUBINTERNSHIPS

Students who are unable to attend an elective or subinternship activity for one of the accepted reasons should notify their director and rotation coordinator or administrator. Students should also notify the attending clinical supervisor as soon as possible.

The following constitute acceptable reasons for being absent from an elective or clinical subinternship:

- 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. (Pertains to electives only, not including sub-internships)

Requesting an absence: Electives:

- Notifications of anticipated absences should be communicated to the elective director, coordinator or designated scheduling faculty no less than 30 days prior to the start of the elective.
- A 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 are considered at the discretion of the elective director.
- Approval of requests for absences for reasons not included above, including unanticipated absences during the elective, will be at the discretion of the elective director. A director may suggest a drop or withdrawal from an elective if education will be significantly impacted as the result of an absence or series of absences.

Requesting an absence: Subinternships:

- Absences from subinternships are typically not permitted except for the reasons indicated above.
- As a general rule, absence to participate in a research conference is not permitted in a subinternship.