



Doctoral Internship Policy & Procedures **Leave & Sick Time Policy**

Revised 2/3/2021

1. **Leave Schedule:** Each fellow follows the leave schedule that is selected on the Leave Worksheet by his or her primary advisor.
2. **Personal Leave:** All fellows have a total of 20 personal leave days during the internship year. This is inclusive of, but not limited to, scheduled vacations, other personal activities, job interviews, dissertation work or defense, graduate school graduations, and attendance at conferences.
3. **Prior Approval of Leave:** Leave should be requested well in advance, with a minimum of 30 days prior to the requested leave. The primary advisor has final authority to approve or deny requested leaves. Fellows can facilitate the review of the leave request by discussing it in advance with the secondary placement advisor (if applicable). Primary advisors will make every effort to approve reasonable requests for leave.
4. **Avoiding June Leave:** Leave during the month of June is not permitted due to the need to ensure coverage of professional responsibilities and completion of work. In rare instances, and at the discretion of the primary advisor, exceptions can be granted for a limited number of days of leave during June for unavoidable conflicts or essential tasks (e.g., dissertation defense, graduation ceremonies, transition to a new city for a position that begins on July 1).
5. **Coverage:** The primary advisor and secondary advisor (if applicable) are responsible for ensuring that there are procedures and personnel available for providing coverage while the fellow is away. However, the fellow will usually be asked to help arrange coverage once the leave is approved and to ensure that reasonable preparations are made prior to the leave (e.g., alerting covering staff to emergent clinical issues).
6. **Sick time:** Fellows are entitled to three sick days. Personal leave days should be used after sick days are exhausted. Strategies for managing the impact of extended illnesses and absences from the internship will be devised through consultations between the fellow, primary and secondary advisors, Chief of Psychology for the facility, and the Director Training. For fellows who exhaust their sick days and leave days for illnesses that are not verified through documentation from a health professional, the Executive Training Committee has the prerogative to extend the fellows' internship to cover the number of additional days missed or to reduce the value of the stipend in proportion to those additional days missed.
7. **Situations outside of this policy:** Issues not covered by this policy will be resolved through discussions between the fellow, primary advisor, and secondary advisor, with involvement as necessary by the Chief of Psychology from the facility and Director of Training.