Short Term Leave of Absence Procedures

Short Term Leave for Medical Leave, Parental/Maternity Leave or Critical Emergency five days or more and not to exceed one quarter off

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**SOD Short Term Leave of Absence Procedures**

Students may have a need to request a planned absences for short term critical emergencies, medical leave, or a parental/maternity leave. A short term leave of absence is one that requires five or more days off but does not exceed one quarter. Short term leave of absences do not require a formal leave of absence (leave for one or more quarters). For information on requesting a formal leave of absence (one full quarter or more) or honorable withdrawal, please see the following Withdrawal and Leave of Absence Policy.

**Procedures**

1. Students must complete the Short Term Leave of Absence Request Form as soon as they learn about their need for a short term, planned leave of absence. The Director of Education and Student Affairs will assist in initiating the leave request and connecting the student with the appropriate faculty and staff who will develop a plan for absence and reentry. These will include all course directors and clinic directors (if applicable) as well as the Associate Dean for Education and Student Affairs and the Executive Director of Clinical Education (if applicable).
2. After these discussions students will determine the impact the leave may have on their studies and how long the leave period will be. If the leave is for one or more quarters, a formal leave of absence is required and could result in the student needing to repeat one or more quarters as well as the need for an extension to complete their program.
3. Students will be directed to Student Disability Services for cases that require accommodations upon their return.
4. A Written Support Plan will be facilitated by the Director of Education and Student Affairs, Course Directors, and the Clinic Director (if applicable) and will detail any special arrangements required during the student’s leave, an agreed return to study date and a plan to make up any missed work or examinations. (Note: in cases of a Formal Leave of Absence, a Written Support Plan: Leave of Absence Return to Study will be created).
   a. The plan will be signed by the student and signed and approved by Associate Dean for Education and Student Affairs and will be filed in the student record.
   b. The final plan will be sent to all relevant parties including course directors and Curriculum Services.
   c. If the leave requires clinical absence as well, the student will meet with the clinic director to create a plan for making up patient care activities while absent and coordinate any rotation or externship absences. This plan will be attached to the Written Support Plan, signed by student and approved by Associate Dean for Education and Student Affairs and Executive Director of Clinical Education. A final copy sent to relevant parties including Course Directors and Clinic Administration.

For more information about the SOD Engagement Policy and Absence Procedures (illness/emergency or discretionary absences) please see the following: Engagement Policy and General Absence Procedures.

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**Sample Written Support Plan**

![Sample WSP.pdf](image)