

Illness/Time Off

It is the student's responsibility to:

- notify the appropriate site personnel of unexpected absence(s) or delays in reporting to work
- notify the site personnel in a timely manner (i.e. **before** the work day begins or as promptly as possible)
- Schedule required personal appointments so that they do not interfere with clinical commitments (insofar as this is possible)
- inform the appropriate site personnel of time – off that is required for appointments that are in conflict with their clinical placement hours
- discuss any planned absences in writing with the ACCE prior to discussing it with the site

The Clinical Instructor will record all absences on the student's evaluation report.

The ACCE will monitor each student's absences over time to ensure that the minimum hours required for graduation are met.

A student may be absent through illness for two full days of clinical practice during the clinical program without being required to make-up the times. Any illness lasting more than one day must be covered by a medical certificate.

It is the ACCE's responsibility to ensure that students are aware that if they undertake a placement in a facility under a sole-charge physical therapist and miss time due to the absence of the CI, they will normally be required to make up the missed time prior to graduation.

A student's need to make up the lost time will be determined by the ACCE who will take into account:

- the amount of missed time
- whether the lost time impacts the student's ability to meet the standards for the placement
- the overall hours status of the student. The student will be required to make up the lost time if their total number of hours does not meet the minimum requirement for graduation (1100 hours).