

## **Leave**

Absences required for religious or compassionate reasons must be presented to the ACCE in writing.

A request for an approved leave of absence from clinical practice for other than medical, religious or compassionate reasons will not normally be entertained.

If time off is necessary, a student may petition the ACCE.

In requesting consideration for time off from a placement, it is the student's responsibility to:

- approach the ACCE with a written request
- approach the appropriate site personnel, once approval for the leave is obtained from the ACCE
- formulate a plan for making up the hours missed in a manner that will benefit the clients, the site and professional growth
- ensure that the plan for making up time is approved by the Clinical Instructor
- realize that making up the lost hours may lengthen the student's program and delay graduation

The ACCE will consider the request in consultation with the appropriate site personnel.