Policy: Sick Leave, Bereavement and Absenteeism Policy	**Applicability:** PA Sciences Program Students
Policy Owner: PA Sciences Program	**Approved By:** Dean of the School of Graduate Studies and Research
Effective Date: January 1, 2021	**Last Reviewed:** August 05, 2026
Next Review: August 05, 2027	**Contact:** (615)321-2933

PURPOSE: To inform the student of the program's policy on sick leave, bereavement and absenteeism.

POLICY: If a student needs time away from the program due to illness, personal loss, or other life events, students are allowed to miss a total of five (5) days. Students are required to notify the PA Program whenever they are absent from any class or clinical learning rotation.

Absence from a didactic course or clinical learning rotation in excess of five (5) days seriously jeopardizes the educational experience and academic requirements of the program. For a clinical rotations, the student may be required to make up that missed time.

PROCEDURE:

If a student needs to be absent from class or didactic learning activity for illness or other reasons he/she must contact the Program's Administration Office prior to the schedule class/activity, notify the Academic Education Director and the Course Director via email and phone.

- If a student needs to be absent from a clinical rotation for illness or other reasons he/she must contact the Preceptor prior to his/her regular reporting time, notify the Program's Administration Office and notify the Clinical Education Director via email and phone.
- For absences during the didactic phase students are required to present a written note from their health care provider on the second day of their absence to the Academic Education Director or Course Director noting the reason for absence and date(s) of treatment for absences from class/activity.
- For absences during the clinical phase students are required to present a note from their health care provider on the second day of their absence the Clinical Education Director and Preceptor noting the reason for absence and date(s) of treatment for absences from the clinical rotation

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- Failure to advise the PA Program of absences may result in the lowering of the rotation grade
- Absence from a didactic course or clinical learning rotation in excess of five (5) days seriously jeopardizes the educational experience and academic requirements of the program. For a clinical rotations, the student may be required to make up that missed time.
- Students will be required to make up time missed due to sickness or to repeat the entire clinical learning rotation, if such absence(s) is/are felt by the program or preceptor to jeopardize the student's clinical competence or to compromise his/her professional responsibility.
- During the didactic phase, students wishing to take an absence to attend a health care conference or for personal reasons must request advance written permission from the program via the Academic Education Director. If the request is approved, the student must then notify the Course Directors of all classes that will be missed and arrange for make-up.
- During the clinical phase, students wishing to take an absence to attend a health care conference or for personal reasons must request advance written permission from the Clinical Education Director. If the request is approved, the student must then notify their preceptor.

If a student suffers the loss of a close relative at any time during the program, he/she will be allowed 3 days of excused absence. If more time is needed, the student is to contact the Program Director by phone and/or email to formally make this request. Faculty and Course Directors will be notified, and arrangements for make-up will be made.