

STUDENT PERSONAL HOLIDAY POLICY 2017-2018

UMKC SCHOOL OF MEDICINE

The purpose of a holiday request is to provide you, the student, with a day away from clerkship and clinical duties to celebrate your personal holiday. It is your responsibility to ensure your request meets clerkship guidelines – not exceeding the maximum days allowed for absences, not interfering with a requirement such as orientation or a test, and not missing a valuable educational endeavor. Your request can be denied and approval overturned at any time if you do not adhere to these requirements.

1. All students shall receive the following holidays off of rotations for 2017-2018:

Monday, May 29, 2017 (Memorial Day)	Thursday, November 23, 2017 (Thanksgiving)
Tuesday, July 4, 2017 (Independence Day)	Monday, December 25, 2017 (Christmas Day)
Monday, September 4, 2017 (Labor Day)	Monday, January 1, 2018 (New Year's Day)

2. Students shall not take call and will be excused by 5:00 pm the night before each of the above holidays.

3. Students will resume rotation duties the morning after the each of the above holidays.

4. Each student may also receive two (2) personal days per school year (defined as May 29 through May 28).

5. With discretion of the Clerkship Director(s) students may also request other days off in keeping with current "Clinical Excused Absence and Interview Policy".

6. The Student Personal Holiday Policy applies to Year 3, 4, 5, or 6 students for clinical experiences only.

7. **Students will fill out and submit the Student Personal Holiday Request Form one month prior to the Block in which the requested absence occurs.**

- **Example: If your requested date is during Block 2, then the deadline to submit your Request Form is the beginning of Block 1 (May 29).**
- **This deadline also applies to dates requested during the 2nd Block of a 2-Block clerkship. For example if your requested date falls in Block 3 during a Block 2 & 3 clerkship (June 25-July 23), the deadline to submit your Request Form is the beginning of Block 1 (May 29).**
- **Your request will be reviewed as it is submitted, so it is to your benefit to submit your request as soon as possible to insure approval. You may submit your request months in advance, and we encourage you to do so.**

8. Students will not be excused the day of a scheduled exam (subject, clerkship, etc.) or rotation orientation.

NOTE: *It is the student's responsibility to make sure their holiday does not coincide with an exam or orientation day.*

Please complete the portion below and submit to:

**Kim Kalaiwaa - Gold 4 Student Affairs suite
(kalaiwaak@umkc.edu / 816.235.1900)**

STUDENT PERSONAL HOLIDAY REQUEST FORM

Student Name: _____ Year: _____ Unit: _____

E-mail: _____ Phone number: _____

Date Requested for Personal Holiday: _____

Explanation of Personal Holiday: _____

Clerkship during which holiday falls: _____

If surgery, please list location of surgery clerkship: _____

Date this clerkship begins: _____ Check one: 1-month clerkship 2-month clerkship

Do you have continuity clinic on this requested day off? Yes No

Do you have a scheduled exam or orientation on this requested day off? Yes No