

**Self-Care Day Absence Request
2018-2019**

Per Council on Curriculum policy:

Students may use 1 out of 3 allowed absences in a one block time period for unplanned mental health, emotional stress or personal issues. **Beginning November 1, 2018, the number of self-care days allowed per academic year is limited to six (6). Only two students on a single clinical rotation will be approved to be absent on the same day, and absences should not occur on orientation or testing days.** If the student is uncomfortable reporting this directly to the Clerkship, they should communicate with Dr. Brenda Rogers (Associate Dean of Student Affairs), who will determine the need to approve and then communicate the absence with the Clerkship while maintaining student confidentiality.

* Approval for these absences is at the discretion of Student Affairs.

<http://med.umkc.edu/docs/curriculum/ClkshpExcscdAbsence.pdf>

- Requests must be submitted one (1) week in advance. This is to allow the clerkship or elective director and/or coordinator adequate notice of the student absence.
- Submit your completed form to rogersbr@umkc.edu.
- Requests are reviewed on Friday mornings weekly. If you have an urgent need for a self-care day that cannot meet this deadline, please email Dr. Rogers and note that it is 'URGENT' in the email subject line.
- You may contact your clerkship director and/or coordinator directly if you wish to do so.

Name: _____

Desired self-care absence day: _____

Clerkship or Elective: _____

Block: _____

Clerkship director and/or coordinator: _____

Reason for request (Information will be kept confidential, but it is necessary to determine approval. Please provide detailed information):

Date of form completion: _____