

## Self-Care Day Absence Request 2018-2019

Per Council on Curriculum policy:

1 out of 3 allowed absences in a one block time period may be used for unplanned mental health, emotional stress, or personal issues. 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/ClkshpExcsdAbsence.pdf>

- Requests must be submitted 72 hours 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](mailto:rogersbr@umkc.edu).
- Requests are reviewed on Monday, Wednesday and Friday mornings weekly. If you have an urgent need for a self-care day that cannot meet the 72 hour 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: \_\_\_\_\_