



## UGME Absences and Leaves Procedure

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### Section A: Procedure for Requesting a Short-Term Absence

1. The student should review the [policy](#) on short-term absences to ensure that his/her request meets policy requirements. Requests that do not meet policy requirements will not be considered.
2. The student must login to the [Absences and Leaves Request Form](#) to complete the form and submit an absence request (Sick Day, Flex Day or Personal Day) to the UGME Office
  - Requests for absences during Clerkship must include weekends and statutory holidays as students may be scheduled for clinical activities
  - Requests for absences should be submitted as soon as the student is aware that an absence will be required, and no later than the deadline indicated in the [Absences and Leaves Policy](#). Requests may be submitted for the current academic year or the next academic year (e.g. a student completing Year 2 of the MDCM Program may submit a request that affects Year 3 of the Program)
  - If the final course schedule is such that the student is not missing a mandatory activity on all or some of the requested days, it is the student's responsibility to notify the UGME Office by email to [studentleaves.med@mcgill.ca](mailto:studentleaves.med@mcgill.ca) no later than 7 days after the absence. The days without mandatory activities will then be removed from the student's absence request history and will not count towards the quota of Sick Days, Flex Days or Personal Days for the academic year
3. The request will be processed by the UGME Office and an email will be sent to the student's McGill email address notifying him/her of whether the request has been approved or refused

4. If the student feels that a request was unfairly refused, s/he should contact the Assistant Dean Student Affairs if the request is of a personal nature or the Associate Dean UGME if the request is of an academic nature
5. Within 48-hours of receiving approval for an absence, the student must forward the email confirmation to the concerned teacher(s), tutor(s), preceptor(s) or supervisor(s), and implicated administrative contacts (e.g. site teaching office) who would otherwise expect their attendance
  - The absence is considered unauthorized if the student does not forward the email confirmation to the appropriate individuals within 48 hours of receiving the absence approval
6. If a student has not received a response from the UGME Office before the mandatory learning activity, the student should contact the implicated teaching staff in advance (by phone call, voice message, and/or email) advising that a request for absence has been submitted
7. Questions regarding an absence request should be sent to [studentleaves.med@mcgill.ca](mailto:studentleaves.med@mcgill.ca)

## **Section B: Procedure for Requesting a Medium-Term Leave of Absence (6 consecutive calendar days – 8 weeks)**

1. The online Absences and Leaves Request Form does not need to be completed
2. The student must discuss the leave request with the Assistant Dean Student Affairs if the request is personal (i.e., personal illness, family crisis such as serious illness of a close family member, parenthood / adoption) or the Associate Dean UGME (if the request is for military service)
3. The student must submit documentation to support the leave request by email to the [WELL Office](#) if the request is personal or to the [Student Records Officer](#) if the request is for military service.
4. Following review by the Assistant Dean Student Affairs or Associate Dean UGME, an email will be sent to the student's McGill email address notifying him/her of whether the request has been approved or refused, with a copy to the [Student Records Officer](#).
5. If a medium-term leave of absence will make a course incomplete, the student may be required to meet with the Associate Dean UGME or the Component Director to discuss the academic implications.
6. Questions regarding a medium-term leave of absence request should be directed to the [Student Records Officer](#).

## Section C: Procedure for Requesting a Long-Term Leave of Absence (> 8 weeks)

1. The online Absences and Leaves Request Form does not need to be completed
2. The student must discuss the leave request with the Assistant Dean Student Affairs if the request is personal (i.e., personal illness, family crisis such as serious illness of a close family member, parenthood / adoption) or the Associate Dean UGME if the request is for military service or professional development activities (i.e., pursuing research or an advanced degree, holding a significant student leadership position, or a Rhodes Scholarship)
3. The student must submit documentation to support the leave request (e.g. medical note, description of professional development activities, etc.) to the Student Promotions Committee (SPC) by email to the [Student Records Officer](#). This should include a personal letter authored by student, stating the requested start date and end date for the leave and explaining the reason for the leave. For the SPC to consider a request for a long-term leave of absence for professional development activities, the student's letter must explain the pertinence of the leave to the student's career in medicine and the reason that the leave must be taken at this time (i.e., why the activities cannot be undertaken subsequent to the student's completion of the MDCM Program). For the SPC to consider a request for a long-term leave of absence for personal reasons, the student's letter must explain the purpose of leave of absence and why the student believes s/he will be fit to return to the program following the leave of absence.
4. Following review by the SPC, an email will be sent to the student's McGill email address, on behalf of the Chair of the SPC, notifying him/her of whether the request has been approved or refused
5. Questions regarding a long-term leave of absence request should be directed to the [Student Records Officer](#).