MDCM360- Absences

The following provides detailed, step-by-step instructions for students on how to access and submit an absence request through MDCM360.

Topics on this page

MDCM360- Access Absences information

Students with a valid one45 ID and with a "Class of" value from 2020 onwards will have access to the Absence Module within the MDCM360

Students will access the MDCM360

Login with McGill credentials

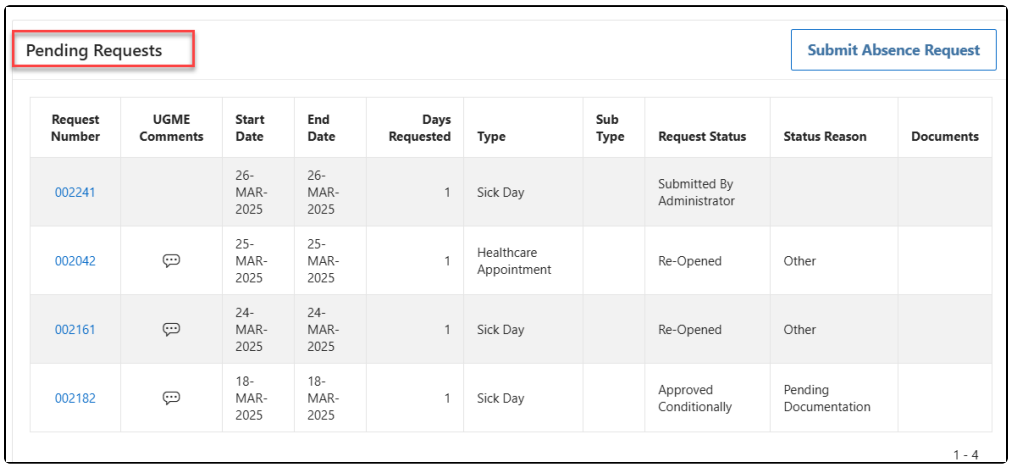
The **Home** page will be displayed

Select the **Absences** button from the top banner

The Absences Module will be displayed

MDCM360- Pending Requests

Pending Requests lists submitted absence requests that have not been fully processed



Requests in the following Status will appear here:

Status	Definition
Submitted	Request submitted by a student Request has not been processed
Submitted by Administrator	Request submitted by an Absence Administrator on behalf of a student Request has not been processed
Partially Approved	Request requires more than 1 Absence Administrator to approve the Absence Request Not all have provided their approval
Approved Conditionally	Request has been conditionally approved by an Absence Administrator Request status reason and UGME comments will provide information on the conditional approval
Escalated	Request has been escalated for further processing
Re- Opened	Previously processed request has been re-opened by an Absence Administrator Request status reason and UGME comments will provide information on the re-opening
Potential Unauthorized Absence	Request has been identified as a potential unauthorized absence. An Absence Administrator will contact you for further information
Escalated- Potential Unauthorized Absence	Potential unauthorized absence request has been escalated for further processing

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MDCM360- Processed Requests

Processed Requests lists absence requests that have been fully processed

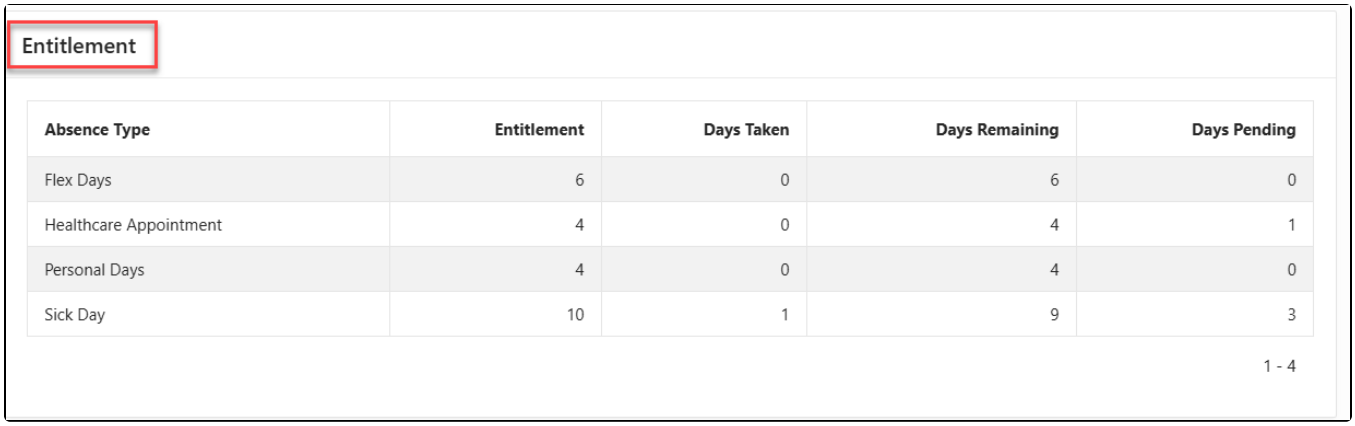
Requests in the following Status will appear here:

Status	Definition
Approved	Request approved by an Absence Administrator
Declined	Request declined by an Absence Administrator
Withdrawn	Request has been withdrawn by an Absence Administrator or Student
Confirmed Unauthorized Absence	Request has been confirmed as an unauthorized absence.

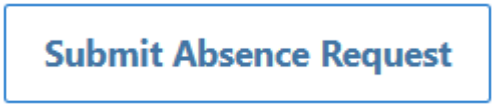
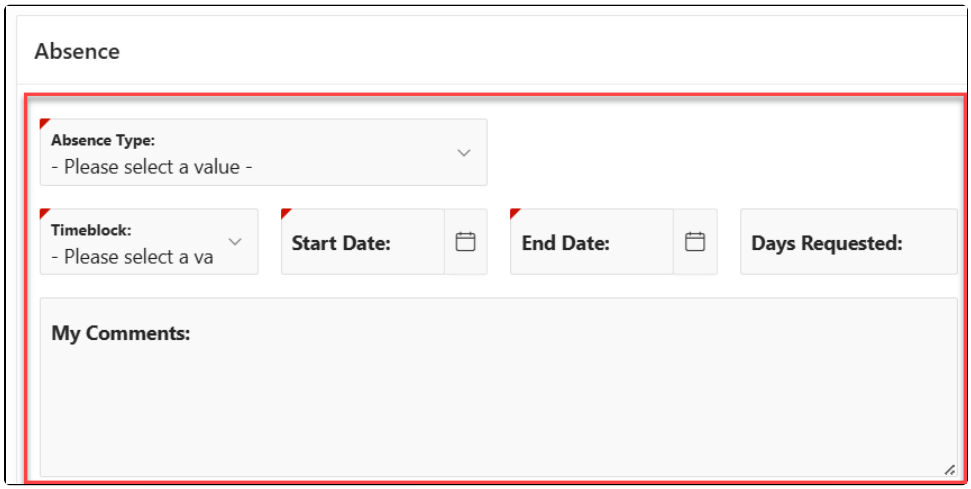
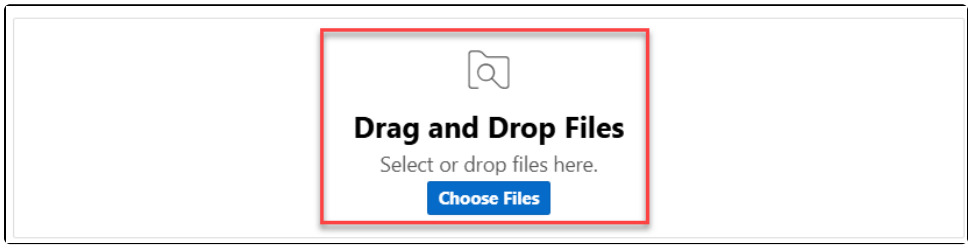
MDCM360- Entitlements

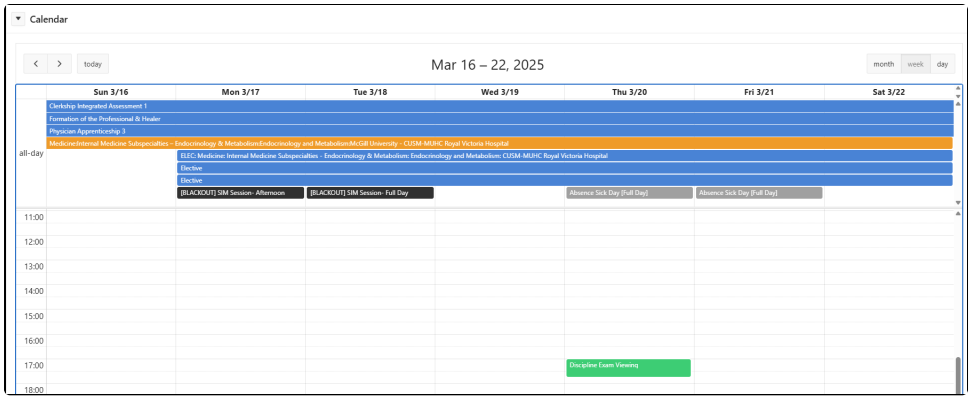
By Absence type, the number of entitled days, days taken, days remaining and days remaining to be processed are displayed within the Entitlements.

Only approved absence requests will impact the entitlements.



MDCM360- Submit Absence Request

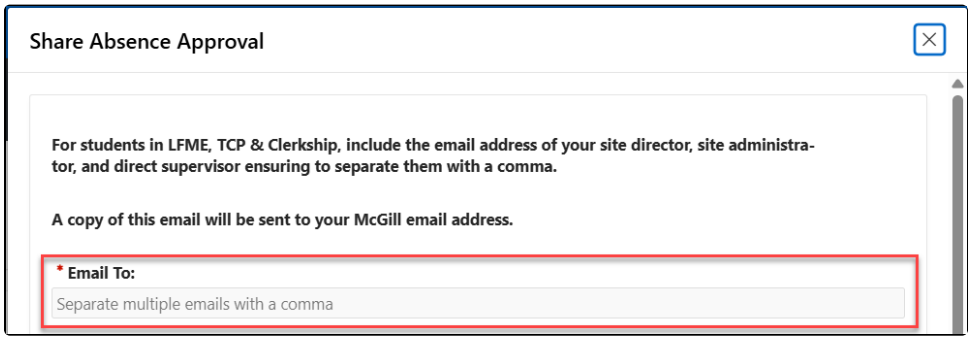
Either from the Home page or Absence Module, select the "Submit Absence Request" button	
The Absence Request form will appear	
Select the: • Absence Type • If appears, select the Absence Sub-Type • Time block of the absence • Start Date of the Absence • End Date Date of the Absence • Days Requested will be automatically populated If required, indicate comments for the Absence Admin in My Comments	
Drag and drop any necessary documents	

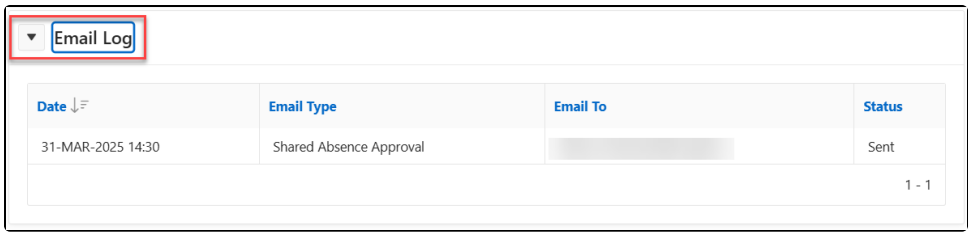
A calendar displaying schedule information is available: Rotation events appear in **BLUE** Academic Half Day events appear in **GREEN** Blackout dates appear in **BLACK** Electives appear in **YELLOW** Approved Absences appear in **GREY**	
Once all information is provided, select the "Submit" button The request will appear under Pending Requests with a "Submitted" Status Validations may appear upon submission. Modify the request appropriately and re-submit	

MDCM360- Share Absence Approval

Approved absences can be shared by indicating the email address of the appropriate person(s).

For students in LFME, TCP & Clerkship, include the email address of the site director, site administrator, and direct supervisor ensuring to separate them with a comma.

Open an Absence Request in Approved status from the "Processed Request" list	
Select the "Share Absence Approval" button	
Indicate the appropriate email addresses Ensure to separate multiple email addresses with a "," A copy of the email will be sent to the student's McGill email address	
Select the "Send" button	

A log of the email will be available within the "Email Log" of the Absence Request indicating the date/ time the email was sent, the email addresses it was sent to and the status. Email logs with a status of "Pending" may indicate that an incorrect email address was provided. Re-share the approved absence request with the correct email address.	

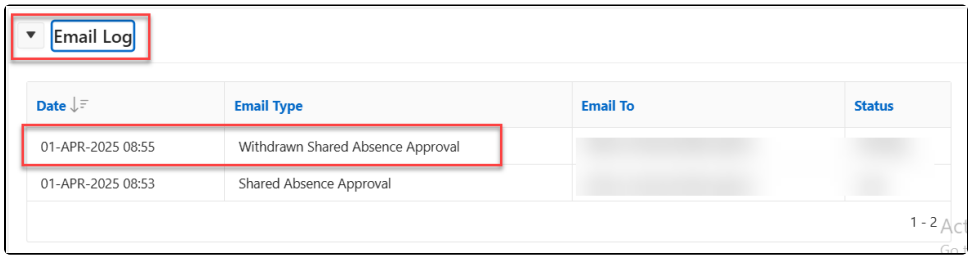
MDCM360- Withdraw Absence

Students will be able to Withdraw their absence absences from the MDCM360 under the following conditions:

- All non-processed absence requests can be withdrawn (Status in: Submitted, Submitted by Administrator, Partially approved, Conditionally Approved)
- Approved absence requests scheduled in the future can be withdrawn

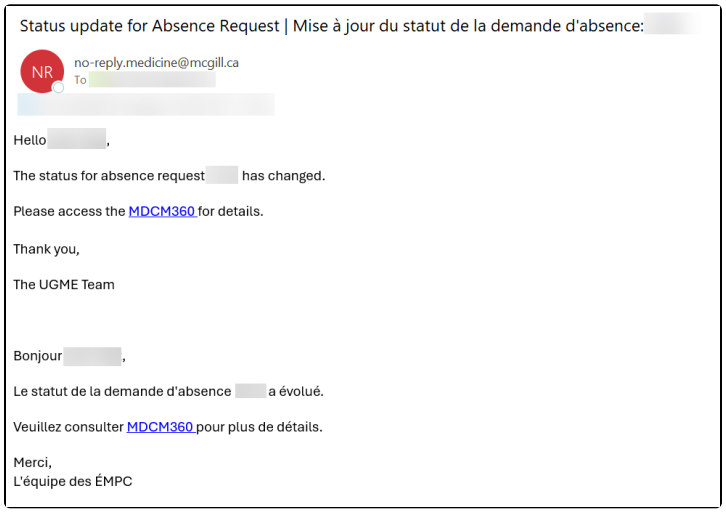
Students will NOT be able to Withdraw their absence requests from the MDCM360 under the following conditions:

- Approved absence requests scheduled today or prior to today can NOT be withdraw
- Escalated absence requests can NOT be withdrawn
- Declined and/or previously withdrawn absence requests can NOT be withdrawn

Open the Absence Request to be withdrawn	
Select the "Withdraw Request" button	
The Absence Request will now appear with a Withdrawn status	
For previously approved shared absences; an email indicating the withdrawal will be sent to the indicated persons originally identified in the Share Absence Approval A log of the email will be available within the "Email Log" of the Absence Request indicating the date/ time the email was sent, the email addresses it was sent to and the status.	

MDCM360- Email Notifications

An email notification will be sent to your McGill inbox upon a status change to an absence request.



Ensure to log into MDCM360 to track your absence request and validate the change.