

Vacation/Absence Policy

Policy

- **Didactic Phase**

Time off during the Didactic Phase is determined by the academic calendar.

- **Clinical Phase**

During the Clinical Phase of the program, students follow a Clinical Practicum Schedule. Clinical Anesthesia Practicum courses end at midnight of the night before the first day of the semester and the next clinical practicum course begins at 0001 am on the first day of the semester. This exposes students to a wide depth and breadth of cases needed to meet the case numbers and hours required to graduate. The Clinical Practicum Schedule begins at the end of the didactic phase (summer semester) as students have electronic medical record orientation, American Heart Certification renewals, orientation to their primary clinical site, observation experiences, physical assessment to complete, etc.

Each MSN student has 25 personal/vacation days to use as they wish or need to during the clinical phase of the Nurse Anesthesia Program. In addition, MSN students have 5 research days. Each DNP student has 15 personal/vacation days to use as they wish or need to during the clinical phase of the Nurse Anesthesia Program and 5 research days. In addition, DNP students have December 24-31 off in the final semester of their program. Students should follow the clinical site scheduling policy, scheduling personal, vacation and research days **in advance**, following clinical site policy, with their Clinical Coordinator or clinical site scheduler. Students are required to schedule a minimum of 5 vacation/personal/research days each quarter of the year (January-March, April-June, July-September, October-December). Vacation/personal/research days are not allowed in the first month of the clinical phase. Vacation/personal/research days are strongly discouraged during the first two weeks of any rotation. Students should not exceed 5 vacation/personal/research days during any specialty/enrichment rotation such as rural or pediatrics rotations. Students should not exceed 5 vacation/personal/research days in the last month of the clinical phase. Students are not allowed to request or schedule themselves off for successive Mondays and/or Fridays.

- **Holidays**

Students should follow the clinical site holiday policy. Holidays or closings scheduled by the clinical site do not result in the loss of personal/vacation time. However, students are required to use vacation days to be absent on a holiday not observed by the clinical site.

- **Illness/Family Emergency**

Students are allowed not more than five (5) unscheduled absences (call-ins) during the clinical phase. Unexpected absence is a hardship for the remaining members of the anesthesia team. Avoid calling in sick unless unable to safely administer anesthesia care or to avoid transmission of disease to patients and staff. Practice wellness, seeking appropriate medical care as early as possible. Follow the clinical site absence policy, notifying appropriate personnel as early as possible (no less than two hours before).

Absence from a regular shift requires the use of one vacation day. Absence from a call shift requires the use of two vacation days. If a student misses a call shift, they are expected to work the post-call day. Missed call shifts must be made up by scheduling the make-up call shift with the Clinical Coordinator.

Loss of vacation or personal time can be avoided by making up the shifts, scheduling with the Clinical Coordinator. If a student misses more than 25 days of clinical, days may be made up during the clinical phase or the student may request an extension. However, the program is under no obligation and does not guarantee clinical site availability for extensions due to the limited availability of clinical sites for students. The program does not set up new clinical sites at the request of individual students.

- **Bereavement/Funeral Leave**

Students must use personal/vacation days.

- **Optional Activities**

Job interviews and attending review courses are optional activities for students and count as personal/vacation days. Travel days for optional activities are personal/vacation days.

- **Mandatory Activities**

Mandatory activities required of the program do not count against the student's personal/vacation time. For example, students are required to attend one full state or national conference during the program and because this is a mandatory requirement of the program, conference days do not count as vacation days. Clinical Correlation Conferences are also mandatory requirements of the program and do not count as personal/vacation days. Travel days to attend mandatory requirements of the program do not count as personal/vacation days. Students are also allotted one day to take each of the two mandatory SEE Exams. If the student needs to take more than the two mandatory SEE exams, they must use days from their personal/vacation allotment.

- **Mission Trips**

Mission trips are elective and therefore, students are not allowed to attend mission trips during the didactic phase of the program. During the clinical phase, one mission trip is allowed with

prior approval and discussion with the Program Director. Students must use days from their personal/vacation allotment. Per COA guidelines, cases and hours completed while on a mission trip cannot be counted toward graduation requirements.

- **Health and Safety**

Students are expected to maintain up-to-date Health and Safety requirements. Students may not attend clinical while out of compliance. A personal/vacation day will be deducted for each clinical day missed until proof of compliance is submitted.

See NAP Policy C2 Credentialing at Clinical Sites.

Overall Program

- **Jury Duty**

Students who are called to Jury Duty should notify the Program Director and Registrar immediately, providing the name and address of the court, to obtain a letter requesting dismissal from the court until the education program is completed.

- **BLS/ACLS/PALS**

Students are required to keep their American Heart BLS, ACLS, and PALS certifications up to date throughout the program and through the time period they will be taking their National Certification Examination. Students are encouraged to update their certifications prior to the start of the clinical phase. If a student must take a day off from clinical to recertify, they must use a personal/vacation day.

Extended Absences

- **Maternity/Paternity Leave**

The student shall be granted paternity/maternity leave. If possible, submit written notification to the Program Director as early as possible but at a minimum eight weeks in advance of departure, with the anticipated plan for dates and length of the maternity/paternity leave. Missed clinical time above the clinical allotment, must be made up.

- **Military Leave**

The student on active military service will be granted military leave under federal guidelines. It is recommended students complete annual military service requirements prior to starting the program or during one of the breaks in the academic calendar (didactic phase). If the student is required to attend military training or deployment, a copy of the military orders should be submitted to the Program Director prior to departure, if possible.

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