

ATTENDANCE

Attendance is expected at all functions of the Subinternship, including orientations, case discussions, floor and unit rounds, feedback sessions (when scheduled), OSCEs, and online examinations. Absences from duty or any required activities must be reported according to school policy. If an absence is necessary, students must notify the hospital and service to which they are assigned, as well as others affected by the absence. Absences due to illness need to be reported to the Loyola Student Health Service before returning to the floor or unit. **Students can expect no more than 3 days off within a Subinternship rotation.**

During the coming academic year, subinterns will be off duty/call on the following days/dates:

July 4th
Fall Break
* St. Luke's Day (at the discretion of hospital/service).
* Veterans' Day (Hines VA only - at the discretion of the hospital/service)
Thursday and Friday of Thanksgiving
Winter Break
Martin Luther King, Jr. Day
Match Day (seniors only)
Spring Break
Good Friday

Scheduling residency interviews during Subinternship rotations should be avoided, if possible. If such interviews must be scheduled during one of the Subinternship rotations, the following rules apply:

- Subinterns must utilize their days off during the rotation for interviews. Subinterns will be allowed a *maximum* of **THREE DAYS** leave of absence for residency interviews per four week rotation. **These three days include weekend days.**
- If the student needs more than three days off during their Subinternship rotation **for residency interviews**, they may request an additional two absences. Those two additional days will be made up by working the Saturday and Sunday following the final exam. This policy will only be in effect during the interview season.
- ALL leaves of absence for residency interviews must be approved in advance.
- Prior to ANY leave of absence, students must do each of the following:
 - Inform their service and arrange for coverage of patient responsibilities and call.
 - Obtain, complete, and sign a **“REQUEST FOR SUBINTERNSHIP LEAVE OF ABSENCE FOR RESIDENCY INTERVIEWS”** form AT LEAST ONE WEEK prior to the leave. These forms are available in the Medicine Education office at each site, and a copy is posted on the website.
 - Get the leave of absence form signed by the hospital Site Coordinator and the service attending physician.
 - Deliver one copy of the leave of absence form to the hospital Site Coordinator's office, and one copy must be delivered to the Medical Education Office (SSOM, Room 320) **with a copy of the invitation to interview**. Students should keep one copy of the form for their records.

Failure to comply with this procedure may result in a grade of Incomplete for that rotation.