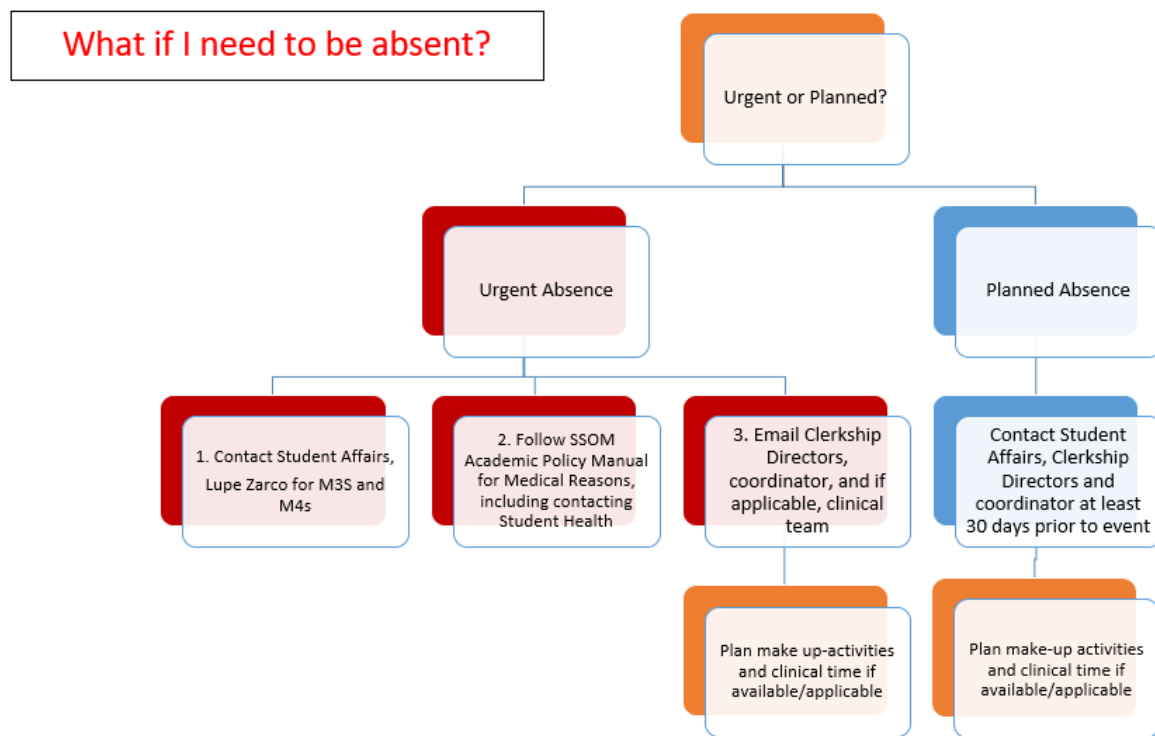


Absences

Sick Policy

- Contact Student Wellness at by calling Dial-a-Nurse at 773-508-8883 to set up an appointment; or your private physician immediately to set up an appointment to be excused. You need to provide documentation that you are ill. A follow up appointment is needed in Student Wellness to document clearance to return to work.
 - Alert your site that you are ill. Be sure to let your preceptor/team know as well.
 - Student Wellness at HSC contact information: <https://www.luc.edu/wellness/aboutus/contactus/>
- Send an E-mail to Dr. Ramzan Shahid and copy Dean Mendez, Dean Zarco, Sharee Myricks, and Natalie Hiller, letting us know you are ill.
- All Documentation should be emailed to:
Natalie Hiller, Clerkship Coordinator
nhiller@luc.edu
SSOM, Room 300



James Mendez (Dean, MS3 and MS4) jamendez@luc.edu
Lupe Zarco (Dean, MS3 and MS4) gzarco@luc.edu
Sharee Myricks (Assistant Director M3/M4) smyricks@luc.edu

Dr. Ramzan Shahid (Pediatrics Clerkship Director)
rshahid@lumc.edu

Natalie Hiller (Clerkship Coordinator)
nhiller@luc.edu

Dr. Nadia Qureshi (Pediatrics Assistant Clerkship Director)
nqureshi@lumc.edu

TIME OFF REQUESTS

As a reminder of school policy re: non-emergent absences, ALL time-off and special accommodation requests must be submitted in writing to the clerkship director, Dr. Ramzan Shahid @ rshahid@lumc.edu. Please cc Dean Mendez, Dean Zarco, Sharee Myricks, and Natalie Hiller in the email. Requests must be turned in at least 30 days prior to the start of the rotation. Approved days off are intended to be for major life events or related academic concerns. A request for days off does not guarantee approval and notification of approval will be given via schedule release. Please note that some portions of the clerkship involve weekend duties, so weekends are not automatically free.