



## Parental Leave and Leave of Absence Policy

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<b>Category:</b>	2-Attendance and Absence
<b>Curriculum Phase:</b>	Preclerkship
<b>Author/Authoring Body:</b>	Vice Dean, Medical Education's Ad Hoc Policy Advisory Committee
<b>Responsible Unit:</b>	Curricular and Student Affairs
<b>Policy Contact:</b>	Curricular Affairs Dean Office
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### Summary

This policy outlines options for medical students in the Preclerkship Phase who require parental leave. For absences less than 20% of a block, students seeking parental leave must coordinate with their block director and with the Associate Dean for Student Affairs or an Assistant Dean for Student Affairs. For absences exceeding 20% of a block but less than 12 weeks, the student must coordinate this leave with the block director and with the Associate Dean for Student Affairs or an Assistant Dean for Student Affairs; the student will receive an Incomplete Grade and can complete one block. If the absence extends beyond 12 weeks, the student must pursue either a Medical or Non-Medical Leave of Absence.

Students seeking parental leave during clinical rotation years (Clerkship and Transition to Residency Phases) must coordinate with the Associate Dean for Student Affairs or an Assistant Dean for Student Affairs to pursue either a Medical or Non-Medical Leave of Absence.

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### Applicability & Scope

This policy applies to medical students in the Preclerkship Phase of the MD program (MS1 and MS2), beginning in Academic Year 2024–25 with the classes of 2027 and 2028.

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### Definitions

**Parental Leave** – An excused absence from the curriculum due to the birth or adoption of a child.

**Long-Term Parental Leave** – A leave period that is more than 20% of a block but less than a total of 12 weeks. Twenty percent of a block is calculated using business days.

**Short-Term Parental Leave** – A leave period that is less than 20% of a block. Twenty percent of a block is calculated using business days.

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## Policy Statement

Parental leave is available to students within the first 6 months of the birth or adoption of a minor child. Parental leave must be taken continuously. Intermittent leave is not available under this policy.

It is the student's responsibility to initiate and coordinate the parental leave process. With the exception of extenuating circumstances, students must initiate this process no less than 6 weeks before the anticipated start of parental leave. If the absence extends beyond 12 weeks, students must pursue either a Medical or Non-Medical Leave of Absence as stated in the [Leave of Absence Policy](#).

Students enrolled in the Preclerkship Phase who elect to take parental leave must select from the below options based on the duration of their absence.

### I. Short-Term Leave Process (Absent for Less than 20% of a Block)

- A. If a student elects to take parental leave and will be absent for less than 20% of a block, then the student must coordinate this leave with the block director and with the Associate Dean for Student Affairs or an Assistant Dean for Student Affairs.
- B. Once a short-term leave plan has been coordinated, the student will send an email to the block director and the Associate Dean for Student Affairs or an Assistant Dean for Student Affairs and Registrar detailing the plan and acknowledging the student has read this parental leave policy.

### II. Long-Term Leave Process (Absent for More than 20% of a Block [but Less than 12 Weeks])

- A. If a student elects to take parental leave and will be absent for more than 20% of a block (but less than 12 weeks), the student must coordinate this leave with the block director and with the Associate Dean for Student Affairs or an Assistant Dean for Student Affairs.
- B. Once a long-term leave plan has been coordinated, the student will send an email to the block director and the Associate Dean for Student Affairs or an Assistant Dean for Student Affairs and Registrar detailing the plan and acknowledging the student has read this parental leave policy.
- C. The student will receive an Incomplete Grade for that block and must complete the block during the established leave completion periods detailed in section II.C below.
- D. Students taking long-term parental leave must complete the block during one of the designated completion periods.
  - 1) If parental leave occurs during the student's MS1 year, then they must complete the block in the summer prior to their MS2 year.
  - 2) If parental leave occurs during the student's MS2 year, then they must complete the block in the winter of their MS2 year.
  - 3) A student can take up to 12 weeks of continuous parental leave in an academic year. Refer to [Section III. Leave of Absence](#) if additional time is required.
- E. If a student receives an Incomplete Grade and subsequently fails during the completion period, the Incomplete Grade will be changed to an F. Consequently, the student will be required to repeat the entire academic year, auditing all passed blocks/courses, in order to retake the block for which they received an F.

### III. Leave of Absence (Parental Leave Request for Longer than 12 Weeks)

- A. If a student elects to take parental leave and will be absent for longer than 12 weeks, then the student must pursue either a Medical Leave of Absence or a Non-Medical Leave of Absence as stated in the [Leave of Absence Policy](#).

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#### Related Information

##### Policies

[COM-T Policy 2-102: Leave of Absence Policy](#)

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#### Revision History

**4/4/2024:** The Vice Dean for Medical Education approved the policy.