

UNIVERSITY EYE INSTITUTE
ABSENCE REPORT

Name: _____ Today's Date: _____

Time and date of absence(s): _____

Reason for absence: (Complete in full before signatures are obtained.) *

- Personal illness (with doctors excuse - please attach)
- Death in family
- Other _____

Switching assignments with another student? Circle one **Yes** **No**

Switching with: _____

Makeup clinic is scheduled for semester break: _____

Student Required to make up in Specialty Service: **Yes** **No**

If Yes: Day _____ Time _____

Signature of Service Director: _____

Signature of Coursemaster: _____

Drs. Knowles or Gaume (2nd yr coursemasters) or Dr. Herring (3rd & 4th yr coursemaster)

Clinic(s) / Grand Rounds
(AM-PM)

Signatures (Obtain in order listed):

• _____	_____	Service Director
	_____	Attending
	_____	Coordinator
• _____	_____	Service Director
	_____	Attending
	_____	Coordinator
• _____	_____	Service Director
	_____	Attending
	_____	Coordinator
• _____	_____	Service Director
	_____	Attending
	_____	Coordinator

* CRITERIA FOR ABSENCE

UHCO POLICY FOR ABSENCES FROM CLINIC ASSIGNMENTS

TO: All Clinical Faculty and Students
FROM: Nicky R. Holdeman, O.D., M.D., Executive Director of UEI
Ralph Herring, O.D., Third & Fourth year Coursemaster
Amber Gaume Giannoni, O.D., Second year Co-Coursemaster
Julianne Knowles, O.D., Second year Co-Coursemaster
SUBJECT: UHCO Policy for Excused/Unexcused Absences from Clinic Assignments
Established April, 1990; modified November, 2016

Clinic attendance

You have an **obligation** to attend all of your assigned clinics according to your group schedules. If circumstances require you to miss a clinic, there are very specific protocols which must be followed. A clinic absence may be considered excused or unexcused.

Excused absences are those due to illness, sanctioned religious holidays, and unforeseen events such as car trouble, traffic accidents or family illnesses/deaths. **Excused absences require a 1:1 make-up time.** Make-up clinics are scheduled at the end of the semester. You cannot simply be added to a clinic on your unassigned half-day in order to make up an absence.

Regarding illness: If you are sick, you should not be exposing patients, the clinic staff, the clinic faculty, or your fellow classmates. Do not come to clinic sick and ask the coordinators to assign you a patient only if everyone else is busy. Your attendings have the authority to send you home, if indeed, you are too ill to provide patient care.

Only **two types** of excused absences do not require clinic time to be made up:

- 1) You are representing UHCO in an **official capacity** as an officer, trustee or presenter at an optometric meeting or you are the recipient of a nationally competitive travel grant/scholarship. There will be a maximum of three (3) UHCO representatives, and a maximum of three (3) clinic days per person.
 - Students must submit a copy of the conference schedule, along with their completed absence report forms, and bring documentation supporting their attendance upon their return.
 - Each representative must be in good academic standing and passing all clinical rotations.
- 2) Professional Days are provided for the purpose of interviewing for residency positions. There is a maximum of two (2) clinic days available to each Fourth Year student assuming the following stipulations are met:
 - The residency site must be at least 200 miles from the city of Houston. The student must submit documentation confirming the interview upon their return.
 - Your written request must disclose pertinent information regarding the residency site (i.e.) location, phone number, and residency director.

For either one of these situations, you must inform the coursemaster **at least one month in advance** of the requested absence and you must complete an absence request form **at least three weeks in advance**.

Unexcused absences are basically everything else, assuming you receive permission to miss your assigned rotation. These absences include family reunions, weddings, graduations, family trips, etc. Unexcused absences are seldom approved, and if so, **require a 2:1 make-up time.** You also must give **at least one month advance notice** and you must complete an absence request form **at least three weeks in advance**.

Clinic Trades: If you are approved for a clinic trade, it must be a trade in the same service.

You will be **limited** in the number of times allowed to trade clinics. All clinic trades must be requested in advance and the absence report form must be COMPLETED with **all** required signatures **at least three weeks** in advance.