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 only: ____________________________

Permission granted to make up in CL/FP Service:  Yes  No
If Yes:  Day ____________ Time ______________

Signature of Coursemaster granting permission: ________________________________

Dr. Parker (4th yr coursemaster) - Dr. Herring (3rd yr coursemaster)
Dr. Gaume-Giannoni or Dr. Knowles (2nd yr co-coursemasters)

<table>
<thead>
<tr>
<th>Clinic(s) / Grand Rounds (AM-PM)</th>
<th>Signatures (Obtain in order listed):</th>
</tr>
</thead>
<tbody>
<tr>
<td>• ______________________________</td>
<td>Service Director</td>
</tr>
<tr>
<td>• ______________________________</td>
<td>Attending</td>
</tr>
<tr>
<td>• ______________________________</td>
<td>Coordinator</td>
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</tbody>
</table>

* CRITERIA FOR ABSENCE
On back of form
TO: All Clinical Faculty and Students  
FROM: Nicky R. Holdeman, O.D., M.D., Executive Director of UEI  
        Ralph Herring, O.D., Third year Coursemaster  
        Katrina Parker, O.D., 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  

The clinic absentee policy was established in April, 1990, and modified in September, 2013.

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 and unforeseen events such as car trouble, traffic accidents or family illnesses/deaths. Excused absences will require a 1:1 make-up time. Make-up clinics are scheduled at the end of the semester. Depending on faculty availability, there may be make-up clinics scheduled during the October break for the Academy meeting. 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 **one type** of excused absence does not require clinic time be made up. That excused absence is when you are representing UHCO in an **official capacity** as an officer, trustee or presenter at an optometric meeting or if you are the recipient of a **nationally competitive** travel grant/scholarship. There will be a maximum of three (3) representatives, and a maximum of three (3) clinic days per person. If you miss for a religious holiday, it is a 1:1 make-up time.

- Students should submit a copy of the conference schedule, along with their written forms for an excused absence, and bring documentation or certification supporting their attendance upon their return.
- Each representative must be in good academic standing and passing all of his or her clinical rotations.

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.

**Unexcused absences** are basically everything else, assuming you receive permission to miss your assigned rotation. These include family reunions, weddings, graduations, family trips, etc. Unexcused absences will 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.

**Clinic Trades:** If you are approved for a clinic trade, it must be a trade for the same clinic (i.e. trading CL clinic days with a classmate and not your taking their CL clinic and they take your Pediatrics clinic.) You will be limited in the number of times allowed to trade clinics. The rule is all clinic trades must be requested in advance and the clinic absence form must be COMPLETED with **all** required signatures **at least three weeks** in advance. In the fall and spring semesters when you have a full week of clinics, classes, and labs, the opportunities for any clinic trades is very limited.