



Title:	Leave of Absence	Number:	002
Approved By:	MD Undergraduate Education Committee (MDUEC)		
Approval Date:	20 August 2018	Next Review:	June 2021
Effective Date:	21 August 2018		
Audience:	Years 1-4 Students, Faculty and Staff – all sites		
Purpose:	Provides students, faculty and staff with information regarding the types, duration, consequences and procedures for a Leave of Absence from the Undergraduate Medical Education program.		
Related Policies:	<ol style="list-style-type: none"> 1. Attendance Policy and Absence Procedure #006 2. Remediation & Support in the MD Undergraduate Program #015 		
Exclusions:	None		
Calendar Statement:	calendar.ubc.ca		
Contact:	Associate Dean, Student Affairs		

Preamble

Students may request a Leave of Absence (“LOA”) in circumstances that adversely affect their attendance or performance in the Undergraduate Medical Education program (“Program”). There are four types of LOA: Parental, Medical, Personal, and Educational/Career Development.

An LOA is required if the anticipated time away from the Program is four or more consecutive weeks. An absence of less than four weeks is addressed in the Attendance Policy and Absence Procedure (#006).

Students have a professional responsibility to withdraw from patient care when they are impaired by illness, whether due to physical or mental reasons, emotional disturbance, cognitive concerns, or addiction to alcohol or drugs. The Health Professions Act requires that any health practitioner notify the College of Physicians and Surgeons of B.C. (CPSBC) regarding a health concern or impairment that may constitute a risk to patient or public.

Students must successfully complete all of the academic requirements for the Doctor of Medicine degree to be recommended for graduation (Policy 002). Students are required to earn the full number of credits (165 as of AY18/19) before graduating.

Definitions

Academic Plan	An individually tailored plan to ensure that all missed curricular elements are completed. It includes the dates and duration of the LOA, learning activities that will be missed, how the learning objectives for those activities will be met and how they will be assessed. For Year 3 and 4, it may also include a Return to Training (RTT) requirement.
Leave of Absence	A temporary suspension of all academic, clinical and professional activities for a period of four or more consecutive weeks.



▪ Medical LOA	An LOA for a physical or mental health condition, including cognitive impairment or addiction to alcohol or drugs that significantly interferes with a student’s ability to pursue the study of medicine, and/or provide safe patient care.
▪ Parental LOA	An LOA for the birth or adoption of a child.
▪ Personal LOA	An LOA to attend to personal or family circumstances that significantly interfere with a student’s ability to pursue his or her studies.
▪ Educational/Career Development LOA	An LOA for approved academic, research or training activities that require time away from the Program.
Return to Training Requirement (RTT)	A tailored clinical experience to re-introduce the returning student to the clinical environment and to ensure readiness to participate. The length of the RTT requirement is determined on an individual basis. The RTT is part of the Academic Plan for Year 3 and 4 students.
Regional Student Promotions Subcommittee (RSPS)	A Program site-specific subcommittee of the SPRB that oversees and reviews the academic performance of students at the Program site and assigns course grades according to assessment policies.
Student Promotion & Review Board (SPRB)	A subcommittee of the Undergraduate Medical Education Committee (UMEC) responsible for student promotion and academic review.

Policy

1. A student must request an LOA if the student has missed or will miss **four or more consecutive weeks** of the Program.
2. Each request for an LOA will be considered individually.
3. The maximum duration of a Personal, Parental or Educational/Career Development LOA is ordinarily one year. The LOA may be extended for a further year at the discretion of the Regional Student Promotions Subcommittee. The duration of a Medical LOA is determined on a case by case basis.
4. A student on LOA is not permitted to attend academic sessions or perform any clinical duties. Access to on-line materials is suspended unless otherwise requested and approved.
5. A student on LOA cannot be requested to undertake Program assessments or examinations.
6. A student on LOA will be contacted regarding grades or decisions of the SPRB only with the approval of the Regional Associate Dean.
7. A Year 1 or 2 student returning from LOA can re-enter the Program only when the incomplete course(s) or assessment(s) are next offered.
8. A student on LOA between Year 2 and Year 3 is required to take the Transitions into Clinical Education (TICE) component of MEDD 422 immediately before they return to Year 3.
9. A Year 3 student:
 - 9.1. starting an LOA before completion of a block must repeat that block upon return from LOA. **The student will not be able to commence Year 4 until the following academic year;**
 - 9.2. missing four consecutive weeks or more across two blocks may be required to repeat Year 3. Decisions will be made on a case by case basis;
 - 9.3. returning from LOA cannot sit an end of block exam until the clinical work for that block is complete;



- 9.4. returning from LOA cannot sit the Year 3 Objective Structured Clinical Exam until all the requirements of Year 3 are successfully completed.
10. A Year 4 student returning from LOA must successfully complete all curricular and assessment components of the year.
11. A Year 3 or 4 student returning from LOA may be required to undertake a tailored Return to Training (RTT) requirement.
12. A student returning from Medical LOA must meet all requirements of the CPSBC for reinstatement of an educational license.
13. The RSPS approves the re-entry point for LOAs of less than one year and approves the RTT requirement.
14. The SPRB approves the re-entry point for LOAs of greater than one year and/or when major curricular adjustments are required, and approves the RTT requirement.
15. The SPRB may require a student to withdraw from the Program if any of the RTT requirements are not met.
16. A student on LOA remains registered in the Faculty of Medicine but is not enrolled in courses.
17. A returning student is subject to the fee schedule in place upon re-entry to the Program.

Procedures

1. Prior to Leave

- 1.1. A student seeking an LOA should first contact the Associate or Assistant Dean, Student Affairs.
- 1.2. All students considering or requesting an LOA are advised to contact the Student Financial Assistance Officer to discuss the financial implications.

1.3. Medical Leave

- 1.3.1. The student must inform the Associate/Assistant Dean Student Affairs, in writing, about the request for a Medical LOA. All requests for medical leave must be submitted to UBC Centre for Accessibility.
- 1.3.2. The student will be required to provide UBC Centre for Accessibility with documentation from the student's principal health practitioner supporting the request for the LOA. UBC Centre for Accessibility may require additional documentation or may contact the student's principal health practitioner for additional information. This documentation is not provided to the Program.
- 1.3.3. The student will be placed on LOA at the time of the request for Medical LOA, pending assessment by UBC Centre for Accessibility:
 - 1.3.3.1. Student Affairs will advise the RAD or designate of the request.
 - 1.3.3.2. The RAD will advise the SPRB of any requests for medical LOA.
 - 1.3.3.3. Student Affairs will advise the CPSBC.
- 1.3.4. UBC Centre for Accessibility will discuss the leave, and any conditions upon which the leave will be granted, with Student Affairs. UBC Centre for Accessibility will notify the student and Student Affairs in writing when a determination has been made with respect to the application for leave. UBC Centre for Accessibility will identify any conditions imposed on the LOA.



- 1.3.5. UBC Centre for Accessibility may request additional medical documentation from the student's treating physician during the course of the LOA to assess the need for continuation of the LOA or to assess the feasibility of a return to training.
- 1.3.6. If a student's request for a medical LOA is not granted, or if a medical LOA is terminated by UBC Centre for Accessibility, the student must arrange a meeting with the Associate Dean Student Affairs as soon as the student is advised by UBC Centre for Accessibility of its decision.
- 1.3.7. The student must notify Student Affairs at the earliest opportunity of the student's anticipated date of return to the Program.

1.4. Parental Leave

- 1.4.1. The student informs the Associate/Assistant Dean Student Affairs, in writing, about the anticipated Parental LOA.
- 1.4.2. Student Affairs reviews the request and notifies the RAD or designate. Student Affairs does not share confidential details.
- 1.4.3. The RAD or designate will confirm the LOA in writing and will notify the RSPS of the LOA.
- 1.4.4. A Student Academic Development Subcommittee (SADS) will be convened to produce a preliminary Academic Plan.

1.5. Personal Leave

- 1.5.1. The student submits a written request to the Associate or Assistant Dean, Student Affairs including:
 - the reason for the LOA
 - the proposed duration of the LOA
- 1.5.2. Student Affairs reviews the request and will consult with the RAD or designate who will determine whether the LOA will be granted taking into account the recommendations of Student Affairs. The Associate/Assistant Dean, Student Affairs, may give preliminary acceptance for a Personal LOA at point of contact.
- 1.5.3. The RAD or designate will notify the RSPS of the LOA.
- 1.5.4. A SADS will be convened to produce a preliminary Academic Plan.

1.6. Educational/Career Development Leave

- 1.6.1. The student submits a written request to the RAD or designate , including:
 - the purpose of the LOA
 - the proposed duration of the LOA
- 1.6.2. The RAD or designate will also consider the following:
 - student's attendance record and history of previous LOAs
 - student's academic performance, including issues of professionalism
 - student's year of studies
 - changes to the curriculum that may occur during the requested LOA
- 1.6.3. A SADS will be convened to produce a preliminary Academic Plan.
- 1.6.4. The RAD will notify the student in writing of the decision regarding the request for LOA. If the LOA is approved, the letter will outline the conditions under which the LOA is approved including:
 - the academic implications of the LOA



- confirmation of the preliminary Academic Plan
- RTT requirements
- other conditions that must be met prior to returning to the Program

1.7. Upon Approval of the Leave

1.7.1. Student Affairs enters the student's information in the Leave-of-Absence Tracking Tool, which initiates correspondence with the student and faculty and triggers the following actions:

- The Associate Dean, Student Affairs notifies the CPSBC that the student is taking any LOA and the anticipated point of re-entry.
- In the case of a Year 3 student, the Year 3 stipend is cancelled.
- Access to UBC and Faculty systems, including the learning management and assessment systems is suspended unless otherwise specified by the RAD or designate

2. During the Leave

- 2.1. The CPSBC educational license is Temporarily Inactive. This means that students cannot engage in ANY academic clinical activities.
- 2.2. Students must renew their educational licence while on LOA even though it is Temporarily Inactive.
- 2.3. Students may request access to UBC and Faculty learning management or assessment systems and should discuss their request with the RAD or designate, or Student Affairs. The RAD or designate will determine whether such access is granted.
- 2.4. During a Medical LOA the student must maintain an agreed-upon schedule of contact with UBC Centre for Accessibility, to provide updates regarding progress and anticipated return to training. UBC Centre for Accessibility will inform the UGME through Student Affairs. The student is encouraged to be in contact with Student Affairs directly as well. For other LOAs, the student is encouraged to be in contact with Student Affairs.

3. Preparing to Return from Leave - Administrative

- 3.1. The process of reinstatement may take up to two months. For Years 3 and 4, this process must be completed before the RTT requirements are started.
- 3.2. Return to the Program, including the RTT requirement, is dependent on reactivation of the student's license from the CPSBC. The Associate Dean, Student Affairs contacts the CPSBC to inform them that the student will be returning and of the student's start date. The student cannot participate in a RTT requirement or return to studies until the Faculty receives notification from the CPSBC that the student's license has been reactivated.
- 3.3. Students returning from **Medical LOA** must contact UBC Centre for Accessibility at the earliest opportunity to facilitate a return to studies. UBC Centre for Accessibility will:
 - 3.3.1. request and assess documentation from the recognized primary health care provider(s), confirming fitness to return to the Program;
 - 3.3.2. inform Student Affairs about the student's fitness to return to the Program;
 - 3.3.3. assess any requests or recommendations for accommodations, either for the RTT requirement or ongoing and discuss these with the Program; and
 - 3.3.4. inform the student and Student Affairs directly about any recommended accommodations.



- 3.4.** The site RAD or designate informs the student in writing outlining the requirements for return from LOA. This letter, when entered into the LOA tracking tool, triggers the following:
- 3.4.1. the Associate Dean, Student Affairs will notify the CPSBC of the student’s return.
 - 3.4.2. the Program Managers and Assistant and UBC Enrolment Services will:
 - add the student to the class list and listservs
 - enable access to the learning management and assessment systems
 - enable registering for courses
 - make tuition adjustments

Preparing to Return from Leave – Academic and Clinical

- 3.5.** The preliminary Academic Plan for LOAs of up to one year is reviewed and any necessary adjustments made by the RSPS.
- 3.6.** For LOAs greater than one year, and/or when the circumstances are complex, or when major curricular adjustments are required, the Academic Plan is reviewed by the RSPS and approved by SPRB.
- 3.7.** A Year 3 or 4 student may be required to complete an RTT requirement and pass the assessments. Decisions regarding the nature and length of the RTT requirement will be made on an individual basis. If the LOA is up to one year the RTT requirement will be approved by the RSPS. If the LOA is for greater than one year, and/or the circumstances are complex, or major curricular adjustments are required, the RTT requirement will be reviewed and approved by the RSPS and SPRB.
- 3.8.** When determining and approving the nature and length of RTT requirements, the SADS/RSPS/SPRB will take into consideration:
- year of study
 - duration of the LOA
 - the student’s prior academic performance including issues of professionalism
 - changes to the curriculum that may have occurred during the LOA
- 3.9.** The RSPS may recommend to the SPRB that a student re-enter the Program at an earlier point than when the student left. The SPRB makes the final decision. When approving the point of re-entry into the Program, the RSPS/SPRB will take into consideration:
- year of study
 - duration of the LOA
 - the student’s prior academic performance, including issues of professionalism;
 - changes to the curriculum that may have occurred during the LOA
 - impact on resources, including capacity at the site
 - performance during the RTT requirement
 - outstanding academic activities yet to be completed

Reviewed by:

Action	Committee	Date	Status
Review	MD Undergraduate Education Committee	20 April, 2015	Approved
Revise	Policy Advisory Subcommittee	20 July, 2017	Revised
Review	Student Affairs (Procedures only)	7 August, 2017	Revised
Review	Student Assessment Subcommittee	10 August, 2017	Reviewed



Revise	Policy Advisory Subcommittee	7 September, 2017	Revised
Review	Legal Counsel (by email)	September/October 2017	Revised
Review	Policy Advisory Subcommittee	2 November, 2017	Revised
Revise	Legal Counsel	November 2017	Revised
Review	Policy Advisory Subcommittee	7 December, 2017	Endorsed
Review	MD Undergraduate Program Committee	11 December, 2017	Deferred
Review	MD Undergraduate Program Committee	15 January, 2018	Approved
Review	Policy Advisory Subcommittee	2 August, 2018	Endorsed
Review	Undergraduate Medical Education Committee	20 August 2018	Approved