

Requesting Time Off

Any current or future student who asks for a specific weekend or day off whose request can be granted by assigning them a particular pre-set schedule can have their request agreed to by either Dr. Sudhir or Mr. Williams. If the request made does not fit into the above parameter, then the request must be approved by Dr. Sudhir and the student's Dean will be notified. Please note that you may not request off the first Monday of the rotation or any Thursdays.

Sick Days

All students who miss a course or clinical shift due to illness must obtain a medical evaluation from Student Health or other licensed healthcare provider per School of Medicine policy. Please email or call Dr. Sudhir and Mr. Williams if you will miss any activity due to illness. If you miss more than one shift, we will work with you to determine how and when missed activities can be made-up. Additionally, clearance from Student Health is required before you can resume any activities. Please note that if a student misses more than 2 contiguous days, she/he must also notify their Student Affairs Dean and the Office for Student Affairs (som-studentaffairs@virginia.edu).

Snow Policy

If Charlottesville City Schools are closed due to snow, classes will be canceled (didactic sessions, lectures, simulation, workshops, etc). If you are scheduled for a clinical shift, you should come in IF you feel it is safe to do so. If you feel it is unsafe, just send an email to Dr. Sudhir and Mr. Williams to let us know. If you have a CARS shift, however, you should not go as the ambulance may be unsafe in the snow.

Charlottesville City Schools Hotline: 434-245-2401

Trading Shifts

Trading shifts during your clerkship rotation is discouraged. If you do need to trade, however, you can only trade for a shift of the same type (e.g.: an adult shift for another adult shift). You should also abide by the SOM rules and restrictions on working hours. Any trade must be approved by Dr. Sudhir and Mr. Williams.

If you need more guidance on any of the above mentioned scenarios, please refer to the SOM handbook: <http://www.med-ed.virginia.edu/handbook/policy/attendance.cfm#clerks>

Mr. Williams is always available to answer any questions, as well.