

## Absences

### Sick Policy

- Contact Student Health in LOC (708-216-3400) or your private physician immediately to set up an appointment to be excused. You need to provide documentation that you are ill. A follow up appt. is needed in Student Health to document clearance to return to work.
  - Alert your site that you are ill. Be sure to let your preceptor/team know as well.
- Send an E-mail to Dr. Ramzan Shahid and copy Dean Mendez or Dean Martinez and Natalie Hiller, letting us know you are ill.
- All Documentation should be emailed to:  
Clerkship Coordinator  
nhiller@luc.edu  
SSOM, Room 300

### TIME OFF REQUESTS

As a reminder of school policy re: non-emergent absences, ALL time-off and special accommodation requests must be submitted in writing to the clerkship director, Dr. Ramzan Shahid @ [rshahid@lumc.edu](mailto:rshahid@lumc.edu). Please cc Dean Mendez and Natalie Hiller in the email. Requests must be turned in at least 30 days prior to the start of the rotation. Approved days off are intended to be for major life events or related academic concerns. A request for days off does not guarantee approval and notification of approval will be given via schedule release. Please note that some portions of the clerkship involve weekend duties, so weekends are not automatically free.