



## Objectives

This policy details how the Melbourne Medical School in the Faculty of Medicine, Dentistry and Health Sciences (MDHS) administers Short Leave of Absence (SLOA) requests.

## Policy

The Melbourne Medical School grants two forms of Short Leave of Absence:

- Personal leave
- Professional development leave.

Short Leave of Absence requests must be submitted at least two weeks prior to the proposed date of leave, except in exceptional and unforeseen circumstances. Students are advised to not make travel arrangements until leave has been approved. Leave will not be granted on the grounds of pre-booked leave.

### *Personal leave*

**Duration:** Students may take up to ten [10] days of personal leave per semester for a total of twenty [20] days across the academic year. Students must note that the granting of personal leave does not negate subject attendance requirements. If attendance is unsatisfactory as a result of personal leave students may be asked to make up the time missed or be referred to the Course Academic Progress Committee.

Personal leave may be granted for:

- Personal illness
- To care for a family or household member who is ill or injured
- Parental leave
- Significant personal event (as a guide, the following examples would be considered 'significant': birth of a child, funeral of a family member)
- Representation at state, national or international level in sports, arts or other activity (for students registered in the Elite athlete program – Students must be registered as an Elite athlete prior to requesting leave)
- Defence reservists
- State Emergency Service volunteers.

### *Professional development leave*

**Duration:** Up to ten [10] days per year (with a maximum of five [5] days per semester).

Professional development leave may be granted for approved health related activity including attendance at:

- Conferences
- Meetings
- Committees
- Short courses.

### *Conditions of short leave of absence*

The conditions of SLOA are:

- Students are not permitted to undertake an elective clinical placement whilst on SLOA.
- Students taking a SLOA must make arrangements to catch up on all content missed during that leave.
- A Leave of Absence support form must be submitted with each leave request. It is the student's responsibility to ensure that these arrangements are made. Please note, clinical, hospital and University staff are not obliged to schedule any make-up sessions, or make arrangements or to ensure that this requirement is met.

## Procedures

The Melbourne Medical School administers Short Leave of Absence requests as follows:

1. A student requesting a SLOA who is enrolled in:
  - a. **Year 1** must submit a completed SLOA form to [md-enquiries@unimelb.edu.au](mailto:md-enquiries@unimelb.edu.au) to gain approval from the Year 1 coordinator.
  - b. **Year 2** must submit a completed SLOA form to the relevant clinical school to gain approval from the relevant Director, Medical Student Education/Clinical School Dean;
  - c. **Year 3 / MD Research Project 1** must submit a completed SLOA form to the relevant clinical school to gain approval from the relevant term coordinator. Rural Clinical School students will seek approval from the Director, Medical Student Education.
  - d. **MD Research Project 2** must submit a completed SLOA form with supervisor endorsement to [md-enquiries@unimelb.edu.au](mailto:md-enquiries@unimelb.edu.au) to gain approval from the MD Research Project 2 subject coordinator.
  - e. **Transition to Practice** must submit a completed SLOA form to their Clinical School to gain approval from the relevant Director, Medical Student Education (for Preparation for Practice and Trainee Intern terms) or from the Transition to Practice subject coordinator (for the Vocational Selective term). **Note:** students applying for leave during their Vocational Selective must provide evidence of supervisor endorsement when submitting an application
  - f. **Student Conference** is not permitted to take SLOA during Student Conference except in exceptional and unforeseen circumstances.
2. Students must provide documentary evidence supporting the leave request. Please note, medical certificates completed by a health professional who is related to the student, will not be accepted. Requests will not be considered without supporting documentation.
3. SLOA cannot be taken during the first/orientation week(s) as determined by term leaders of any term, except in exceptional and unforeseen circumstances.
4. SLOA will not be approved during assessment periods or during scheduled assessments such as OSCEs, SJTs and Long cases.
5. Late applications will not be considered.

## Appeal process

- Students may appeal against a decision made under the Melbourne Medical School SLOA policy in writing within ten working days of the allocation notification.
- Appeals should be addressed and submitted to:  
Leave of Absence Appeals Committee  
The Department of Medical Education  
Level 7, North Wing, Medical Building  
The University of Melbourne VIC 3010
- The Appeals Committee comprises the Director of Medical Education (or nominee), Academic Programs Manager, and relevant Students and Programs Coordinator of the Melbourne Medical School.
- An acknowledgement of receipt of the appeal will be sent to the student within three (3) working days of its receipt.
- The student will be notified in writing of the outcome of the appeal within fifteen (15) working days of receipt of the appeal. Where possible, notification will be provided prior to the SLOA dates.
- Appeals should comprise a one page cover letter outlining the reason for the appeal, with supporting documentation attached. Verbal or emailed appeals will not be considered.
- If a student does not believe that the appeal has been adequately considered, they may follow the formal grievance procedures outlined in the Melbourne Medical School Student Grievance Procedures available from: <https://medicine.unimelb.edu.au/study/current-student-resources/mms-students-resources/policies,-procedures-and-forms>