

# DOCTOR OF MEDICINE SHORT LEAVE OF ABSENCE POLICY AND PROCEDURE



Melbourne  
Medical School

## 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.

The Melbourne Medical School grants three forms of SLOA:

- Personal leave (including COVID-19 impacted personal leave)
- Professional development leave, and
- Student Wellbeing leave

SLOA requests must be submitted at least two weeks prior to the proposed date of leave, except in exceptional and unforeseen circumstances and for student wellbeing leave. 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 or travel.

## CONDITIONS

- 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 (except in exceptional and unforeseen circumstances)
- It is the student's responsibility to ensure that arrangements for any missed content during a SLOA are made. Clinical, hospital and University staff will do their best to help students with these arrangements wherever possible
- Students are not permitted to take SLOA during Student Conference; during the first, orientation/foundation week (s) as determined by subject coordinators or term leaders of any term, except in exceptional and unforeseen circumstances
- SLOAs will not be approved for any dates where assessment is due, or clinical assessments are scheduled. Students must follow the [UoM special consideration process](#) for this.

## PERSONAL LEAVE AND STUDENT WELLBEING LEAVE

Personal leave and student wellbeing leave combined must be no more than ten [10] days per semester, and a total of twenty [20] days across the academic year.

Student Wellbeing leave must be for no more than two [2] single days per semester for a total of four [4] single days per academic year. These days cannot be consecutive and if consecutive days are required this will revert to the conditions required for personal leave.

**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

**Student Wellbeing leave** will not require any supporting evidence to substantiate the student's claim for leave. However, the student is required to notify their clinical school/subject coordinator as soon as practicable, and prior to any scheduled teaching activities. This notification process is via Qualtrics, and specific year level Qualtrics forms are linked below.

Student Wellbeing days cannot be taken:

- during the first/orientation week(s) as determined by term leaders of any term, except in exceptional and unforeseen circumstances
- during written assessment periods or during scheduled assessments such as OSCEs, SJTs and long cases
- during essential teaching activities that cannot be rescheduled, including external excursions, sensitive examination programs teaching, scheduled simulation and procedural skills sessions.
- during Student Conference

**Students must note that the granting of personal leave, or student wellbeing leave, does not negate subject attendance requirements. If attendance is unsatisfactory as a result of personal leave or student wellbeing leave, students may be asked to make up the time missed or be referred to the Course Academic Progress Committee.**

## PROFESSIONAL DEVELOPMENT LEAVE

Up to ten [10] days per year (with a maximum of five [5] days per semester) of professional leave is permitted. Professional development leave may be granted for approved health related activity including attendance at:

- Conferences
- Meetings
- Committees
- Short courses

## APPLICATION PROCESS – PERSONAL LEAVE & PROFESSIONAL DEVELOPMENT LEAVE

The Melbourne Medical School administers SLOA requests as follows:

1. A student requesting a SLOA who is enrolled in:

- A) **MD1** must submit a completed SLOA form ([via Qualtrics](#)) to gain approval from the Year 1 coordinator, Discovery coordinator (where applicable) & student's clinical school.
- B) **MD2** must submit a completed SLOA form ([via Qualtrics](#)) to the relevant clinical school to gain approval from the relevant Director, Medical Student Education/Clinical School Dean, and Discovery coordinator (where applicable)
- C) **PCP3A** must submit a completed SLOA form ([via Qualtrics](#)) to the relevant clinical school to gain approval from the relevant term coordinator. Rural Clinical School students will require approval from the Director, Medical Student Education.
- D) **MDRS2** must complete SLOA form (same link as PCP3A above) to gain approval from the MD Research Skills 2 subject coordinator if the leave request is for a Monday. If a SLOA is requested during the research activity period, supervisor endorsement must also be provided.
- E) **TTP/TTPA** must submit a completed SLOA form ([via Qualtrics](#)) to their Clinical School to gain approval from the relevant Director, Medical Student Education/Clinical School Dean.

2. Students must provide documentary evidence supporting personal and professional leave requests. 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 cannot be taken during written assessment periods or during scheduled assessments such as OSCEs, SJTs and long cases. If a student can not attend a scheduled assessment, students must follow the [UoM special consideration process](#).

5. Students are not permitted to take SLOA during Student Conference except in exceptional and unforeseen circumstances. In exceptional circumstances, a request and supporting documentation must be submitted to [md-enquiries@unimelb.edu.au](mailto:md-enquiries@unimelb.edu.au) to gain approval from the MD Student Conference subject coordinator.

6. Late applications will not be considered.

## NOTIFICATION PROCESS – STUDENT WELLBEING LEAVE

All students must complete the Qualtrics form by 10:00AM (AEDT) on the day of leave.

A student notifying us of a wellbeing day who is enrolled in:

A) **MD1** must submit a completed SLOA form (via Qualtrics, link above) to notify the Year 1 coordinator, discovery coordinator & students clinical school. No supporting documentation is required.

B) **MD2** must submit a completed SLOA form (via Qualtrics, link above) to the relevant clinical school to notify the relevant Director, Medical Student Education/Clinical School Dean and discovery coordinator. No supporting documentation is required.

C) **PCP3A** must submit a completed SLOA form (via Qualtrics, link above) to the relevant clinical school to notify the relevant term coordinator. Rural Clinical School students will need to notify the Director, Medical Student Education.

D) **MDRS2** must complete SLOA form (same link as PCP3A, link above) to notify the MD Research Skills 2 subject coordinator if the leave is required for a Monday. If a student wellbeing leave day is required during the research activity period, supervisor notification must also be provided.

E) **TTP/TTPA** must submit a completed SLOA form (via Qualtrics, link above) to their Clinical School to notify the relevant Director, Medical Student Education/Clinical School Dean.

## APPEALS

Students may appeal against a decision made under the Melbourne Medical School SLOA policy in writing within ten [10] working days of the allocation notification.

The Appeals Committee comprises the Director of Medical Education (or nominee), Academic Programs Manager (or nominee), 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.

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

If a student does not believe that the appeal has been adequately considered, they may follow the formal grievance procedures outlined here: [Student complaints and grievances \(unimelb.edu.au\)](#)