

## Requesting "Day Off" During Clinical Rotation

If a student requires a "day off" during a clinical rotation due to unavoidable illness or absence, it is the student's responsibility to notify the CI and the ACCE and seek approval. Days are to be made up at the discretion of the Clinical Instructor as per his/her schedule. As per the PTA Handbook, the student will be excused from clinical responsibility if the clinical facility recognizes a holiday not on the College's academic calendar. Holidays observed by the College will also be honored for clinical education experiences, even if the clinic does not observe the same holiday (unless the student needs to make up previously missed time). The student must notify the CI of the holiday if the clinic is open. In the event of inclement weather, if the College is closed, students are not required to go to the clinical facility. It is the responsibility of the student to listen to the radio for closings and to notify the CI.

### Day off Request

Student Name: \_\_\_\_\_

DPI

DPII

DPIII

Name of Facility: \_\_\_\_\_

Name of CI: \_\_\_\_\_

Date(s) Requesting Off: \_\_\_\_\_

Reason for

Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved by CI? Yes No

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

CI Signature: \_\_\_\_\_

Student will make-up time lost? Yes No

Make-up dates scheduled: \_\_\_\_\_

Approved by ACCE: Yes No

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Student Signature of Notification: \_\_\_\_\_

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