

## ILLNESS/HOLIDAYS/VACATIONS/BREAKS

Students in the Radiography Program are allowed days off for breaks, holidays, vacations, and illnesses.

Responsibility: Students, Program Director  
Standard: Human Resources

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All students must attend all didactic classes and clinical assignments unless previous arrangements have been made with a Program Official. Failure to arrange for an absence will be declared an unexcused absence possibly resulting in a failing grade, probation, suspension and/or dismissal from Program. Chronic offenders of this policy will be dismissed from the Program following the Corrective Action Policy.

The following are the days that may be taken off for students in the Program:

- Fifteen days are allowed for illness or vacation for each year. Six half days are allowed per year as part of those fifteen days.
- Two school breaks with another break possible for incoming second year students.
- Six Holidays (these are required days off)

### **Illness:**

A student is required to inform the Program Director or his/her designee and the assigned clinical education setting for the day when illness or injury arise which will prevent attendance for the day whether clinical or didactic. Students must inform a Program Official and a clinical supervisor of their illness or injury as early as possible. This notification must contain the student's signs / symptoms. Failure to do so will result in an unexcused absence with appropriate corrective action. Illnesses which extend beyond three days require a written statement from the attending Licensed Independent Practitioner (LIP) or Occupational Health for the student to be able to resume classes.

A student is to maintain contact with the Program Director or his/her designee daily as long as symptoms remain. If determined by Occupation Health or seen by a LIP who has determined the student must be off for a determined length of time, a statement from that LIP or Occupational Health taking him/her out of class and/or clinical assignment must be provided to the Program Director or designee. At the time the student is ready to return to class and/or clinical assignment, he or she must provide a written release from a LIP or Occupational Health.

A student who comes to assigned clinical areas or classroom and is ill will be sent home at the determination of the Program Director or supervisor.

### Communicable Disease

If the determination is that the student might have a communicable illness, the student will not be allowed to come to class or clinical assignment or, if at class or clinical, will be sent home.

When a student is found to have an infectious/communicable disease or physical condition precluding the safe performance of assigned duties and responsibilities, he or she will be immediately removed from class and/or clinical assignment.

Per the Sponsoring Organization's policy on Influenza-like Illnesses (RWHS Policy 206.0.07) when a student has influenza-like symptoms, they must stay at home and return when more than 24 hours no fever without use of fever-reducing medications.

Per the Sponsoring Organization's policy on Occupational Health Confirmed or Suspected COVID-19 Program (RWHS Policy 206.0.014), when a student has confirmed COVID-19 per lab test or provider statement sent to RWMC Occupational Health, the student must stay home. They may return to school 7 days after the start of symptoms and have been fever free with no fever-reducing medications for more than 24 hours as well as more than 24 hours with no diarrhea/vomiting, or other symptoms have improved.

### **Vacation:**

Vacation days must be requested in writing and submitted to the Program for approval. Vacation requests for three sequential days or longer must be submitted to the Program in writing two weeks prior to the desired date. All vacation time less than three days (including half-days) must be submitted a minimum of 24 hours in advance. (EXAMPLE: A full day vacation must be submitted by 7am the day before. An afternoon off half-day of vacation must be submitted by 11am the day before)

A student should not purposely schedule himself or herself for more vacation days than the allowed days left after his or her previously used illness or vacation days.

A first-year student exceeding the allowable amount of time off for the first year will have that time deducted from the fifteen days allowed of vacation or sick days in the second year.

A second-year student exceeding the allowable amount of time off will make up the time prior to graduating. If makeup time is necessary in order for the student to receive his/her diploma, this will be straight time (one day in the clinical environment for each day to be made up). Any sick days taken in excess of the allowable days must be made up prior to graduating.

A student may voluntarily make up time when exceeding the allowable vacation and/or illness time. The student must notify the Program Director or clinical preceptor the date when time is to be made up. Makeup time will be allowed only in four hour increments. The student must notify the Program Director of makeup time prior to that day. Students

needing to contact Program faculty during makeup times should contact the faculty via his or her office phone or cellphone.

Any unapproved vacation time will require make-up time to be completed during the current term.

#### Half Days

A student may take up to 6 half days (three full days) of the allowed fifteen days per year for illness or vacation. After the use of these six half days, the student must take off the entire day when calling in sick or taking a vacation day. Exceptions will be made for an LIP script. For other circumstances, the student may request the Educational Advisory Committee to consider a variance.

A student taking days off is responsible for contacting instructors and making up the class material missed.

A student requesting time off for vacation can cancel that request with no penalty.

This policy is not applicable for bereavement leave unless the student takes more time off than identified in the Program policy on leaves #722.8.24.35.

#### **School Breaks:**

Two school breaks are scheduled for students. Winter Break is the week between Christmas Eve and New Year's Day. Spring Break is the week following the NSRT Annual Conference, the date of which varies, but usually is held between the end of April to the middle of May. These breaks are not part of the identified holidays, vacation, or illness days.

One other break is available to incoming second year students the week after graduation each year. This break is contingent upon the completion of clinical course requirements as listed in the clinical education contract by August 1st and all didactic course assignments by their assigned due dates. Students failing to meet the specific requirements will have scheduled clinical days during that week.

#### **Holidays:**

The sponsoring institution's six holidays are:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

A student must take these recognized holidays off. A student may not schedule

himself or herself for makeup time during these listed holidays.

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Signature  
Stephanie Cannon, MSRS, RT(R)(ARRT)  
Program Director

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Signature  
Joshua Lively, MHA, BSRT(R), RT (R)(VI)(ARRT)  
Director of Imaging Services

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