

## LEAVE OF ABSENCE

In special circumstances a student may request a leave from didactic and clinical classes.

Responsibility: Students, Program Director  
Standard: Human Resources

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Whenever a leave is requested by a student, the student must initiate the leave process by submitting the request in writing. A program official must approve the request.

### **Bereavement Leave:**

Students will be granted up to three days leave upon the death of a member of the student's immediate family. Students will not be required to use allotted vacation days to take this leave. This leave will be granted within a seven day bereavement period of three days before and three days after the funeral, or as agreed upon by student and Program Director.

The student's immediate family shall be defined as: spouse, the student's or the student's spouse's children, step-children, adopted children, mother, mother-in-law, father, father-in-law, step-parents, brother, sister, brother-in-law, sister-in-law, step-siblings, grandparents, and grandchildren.

### **Medical Leave:**

Medical Leave is described as a period of time where the student is absent from didactic and/or clinical classes due to a medical necessity which has been demonstrated or documented by a Licensed Independent Practitioner [LIP].

An LIP's verification must be provided prior to returning to classes. When the verification indicates the student is able to return to class, the student is expected to return to class on the date identified by the LIP. The Program Director may allow additional time if it is determined to be reasonable and warranted.

A student who has a long term or reoccurring illness that necessitates a medical leave which extends for longer than twelve months will be terminated from the Program. If the health of the student improves so that the student feels capable of returning to the Program, the student will need to apply for reentry into the Program as a first year student.

The student who has taken a leave will be required to extend clinical/didactic education beyond the normally required two years to make up for the missed days to meet all clinical and didactic attendance requirements prior to graduating from the Program.

Depending on the length of time the student is away from the Program because of a leave and the point of the student's progress in the Program, it may be necessary for the student to restart the Program or to repeat a portion of the Program when returning from the leave. The need for restarting the Program will be determined on a case by case basis by the Educational Advisory Committee.

**Pregnancy Leave:**

The student may take leave for the safety of the fetus if a concern is raised about possible radiation risk or upon the recommendation of the student's Licensed Independent Practitioner. The student may return to the Program and complete the Program if a leave of absence is taken due to a pregnancy leave.

The student will be required to extend clinical/didactic education beyond the normally required two years to make up for the missed days during the leave in order to meet all clinical and didactic requirements prior to graduating from the Program.

Depending on the length of time the student is away from the Program because of a leave and the point of the student's progress in the Program it may be necessary for a student to restart the Program or repeat a portion of the Program when returning from the leave. The need for restarting the Program will be determined on a case by case basis by the Educational Advisory Committee.

**Self-Isolation, Quarantine Leave:**

Students will be granted a ONE TIME, up to six days of absence for the following reasons:

- Occupational health mandate requiring self-isolation / quarantine.
- Public Health Department mandate requiring self-isolation / quarantine.
- Medical Leave requiring self-isolation / quarantine.

Students must provide proof from the mandating agency or medical provider of the order to self-isolate or quarantine in order for this leave to be approved.

Students will not be required to use allotted vacation days if self-isolation / quarantine leave is approved.

**Armed Forces' Service Leave**

Regional West Medical Center School of Radiologic Technology acknowledges that students may be temporarily unable to attend classes or be required to suspend their studies in order to perform military service. Regional West Medical Center School of Radiologic Technology encourages these students to resume their education once a military service obligation has ended and adopts this policy for the timely readmission of such students.

The program will make accommodations for short absences (less than 30 days) for service in the armed forces. These accommodations will be determined on a case by case basis by the Educational Advisory Committee.

Service members who are unable to attend classes for more than 30 consecutive days and service members who are unable to attend classes for less than 30 days when such an absence would result in a withdrawal from the program will be given a 100% tuition refund but may need to follow the Readmission Policy for Military Service Members.

A student is eligible for readmission under this policy if, during an absence, the student performs uniformed service, voluntary or involuntary, in the Armed Forces, including the National Guard or Reserve, active duty, active duty for training or full-time National Guard (under federal authority). The cumulative length of all absences for uniformed service (service time only) must not exceed five years.

A student must provide written notice of a uniformed service obligation to the assigned program official and the school's VA certifying official, as far in advance as possible, unless precluded by military necessity. Such notice does not need to indicate when the student will return to the program. The student must also give written notice of his/her intent to return to Regional West Medical Center School of Radiologic Technology within three years after the completion of the period of service.

A returning student will be charged the same tuition and fees in effect during the last academic year the student attended unless veterans education benefits or other service member education benefits will pay the amount in excess. For subsequent academic years, the returning student may not be charged tuition and fees in excess of what other students in the program are charged.

A returning student will be permitted to reenroll in the next term. Returning students will be reenrolled with the same enrollment status, number of completed credit hours, and academic standing as the last academic term of attendance.

In accordance with federal regulations, returning students who receive a dishonorable or bad conduct discharge from the armed forces (including the National Guard and reserves) are not eligible for readmission under this policy. However, service members who receive dishonorable or bad conduct discharge may remain eligible for readmission under the other provisions of Readmission Policy 722.8.24.20.

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

Program Director

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Signature

Joshua Lively, MHA, BSRT (R ) (VI)  
Director, Imaging Services

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