

Guidelines for Requesting and Scheduling Short (2 hours or less) Absences from Year 3 Clerkships

All absences, including brief (2 hours or less) absences, should be requested via the [Year 3 and 4 Absence Request Form](#). The absence will be approved by the clerkship director if the request falls under one of the categories listed as excused absences in the [Year 3 and 4 Attendance and Absence Policy](#).

Students needing to schedule a brief (2 hours or less) absence from a clerkship (e.g. for a doctor visit) should first make every effort to schedule the appointment during a time that does not conflict with scheduled clerkship activities (e.g. during Flextime, or evenings). If a conflict cannot be avoided, students should next attempt to schedule their appointment/absence during the times listed in this table.

The table below lists times within each clerkship where a *brief absence* of 2 hours or less is *least likely* to disrupt students' learning experience. Students are highly encouraged to contact the Clerkship Director(s) for individualized advice surrounding scheduling needs and absence requests.

Students may refer to the [Year 3 and 4 Attendance and Absence Policy](#) for more information.

Clerkship	Duration	Flextime Implementation*	Clerkship Director Advice
Psychiatry	4 weeks	2 nd Thursday AM	Monday or Thursday afternoon 2-5 PM during didactics, except when the TBL is scheduled
Neurology	4 weeks	2 nd or 3 rd Friday after 1pm*	Late afternoon 3-5pm – would request alerting clerkship director/site director to ensure PM clinics can be scheduled around commitment
Pediatrics	5 weeks	3 rd Wednesday AM	Late afternoon 3-5:30pm best. Student can request weekly

			clinic afternoon that does not conflict with appts. Avoid mid-clerkship day (3 rd Wed PM).
Ob-Gyn	5 weeks	3 rd Tue afternoon of clerkship (if at MSW) 3 rd Wed afternoon of clerkship (if at Elm or MSH)	Outside of utilizing Flex Time, recommend Tue morning if at MSW or Wed morning if at Elm/MSH
Inpatient Medicine	6 weeks	2 nd and 5 th Fridays 1-5pm (preceded by didactics)	Mid/late afternoon into end of day (mornings busy with rounding)
Ambulatory Care – Geriatrics	6 weeks	5 th Friday afternoon, after 12pm	- Friday afternoons, after 12pm (during didactics). - ideally after 3p
Surgery- Anesthesiology	8 weeks	4 th and 8 th Monday until 1 pm	Mondays during afternoon didactics if possible

*See Clerkship Information Sheet for date of every flextime in each clerkship