Thomas Jefferson University  
Department of Occupational Therapy  
Absence Policy

1. TJU students are permitted up to 2 missed days per FWII placement (2 for OT 480 and 2 for OT 482) for the following reasons, and do not need to be made up*:
   a. Illness or doctor’s appointments
   b. Emergency (funerals, accidents, etc)
   c. Site is closed (e.g. holiday, snow day, vacation day, etc)
   d. Supervisor illness/absence
   e. Religious observance

*unless supervisor feels it is necessary to meet goals for entry-level practice or other responsibilities related to the placement.

Any days missed beyond 2 at a FW experience MUST be made up.

According to TJU policy, the following are unacceptable reasons to miss FW, and these days would need to be made up.
   • Family vacation
   • Social events (weddings, birthdays, etc)
   • Job interview

All unacceptable missed days MUST be made up.

2. Options for making up missed time (Must be the equivalent of time missed and approved by FW educator and site)
   a. Extend FW experience by required number of days
   b. Go in on evenings, weekends or other available times
   c. Special project (e.g. research, program development, etc)
   d. Spend day with other supervisor or discipline at same site or another site
   e. Attend continuing ed (conference, etc)

Some common examples:

<table>
<thead>
<tr>
<th>Situation</th>
<th>Solution (see make-up options)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student misses 3 days due to illness, and misses a 4th day when site is closed due to snow.</td>
<td>Student must make up equivalent of 2 days</td>
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<tr>
<td>Student misses one day for wedding, and is out sick one day.</td>
<td>Student must make up equivalent of 1 day (for wedding)</td>
</tr>
<tr>
<td>Site is closed for 3 snow days and 2 holidays</td>
<td>Student must make-up equivalent of 3 days</td>
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<tr>
<td>Supervisor is out sick for 2 days, and site is closed for 1 holiday</td>
<td>Student must make-up equivalent of one day</td>
</tr>
<tr>
<td>Student attends AOTA conference for 2</td>
<td>If site approves, Thursday and Friday count</td>
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<tr>
<td>Days (Thursday and Friday), and has no other absences.</td>
<td>As work days, and no make-up time is needed.</td>
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<td>------------------------------------------------------</td>
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<tr>
<td>Student is sick for 3 days and attends AOTA conference Friday and Saturday.</td>
<td>With site approval, Friday counts as work day, Saturday can count as make-up day, and 2 sick days are acceptable, so no make-up is required.</td>
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<tr>
<td>There are 2 religious holidays during the time the student is at the FW site. The student observes these holidays and wishes to take off. The student has missed one day due to illness.</td>
<td>With site approval, student may take off time for religious observance. Since the total days missed is 3, one must be made up.</td>
</tr>
</tbody>
</table>

3. The TJU DOT considers approved educational experiences (AOTA, POTA, etc) part of a FWII educational process, and considers these days as “work” days. However, final determination is at the discretion of the site. You could consider using these days as “make-up” days, again, *at the discretion of the FW site*. Plans to attend continuing education events should be approved by supervisor in advance.

4. Caveat: Regardless of number of days missed or type of make-up work, student must demonstrate entry level performance consistently over their final 2 weeks. *The supervisor may determine that additional actual clinical time is required* in order to meet the goals/requirements of the FW program at the setting. In this case, the student will need to perform additional time in clinical hours.

5. Unusual circumstances will be considered on a case-by-case basis. Students and FW Educators are encouraged to contact Susan Santalucia and Caryn Johnson for questions and clarification.

1/18/11