

Policy 2.1.12 UAMS COM Undergraduate Medical Education
Section Student Supervision and Learning Environment
Title M3 CLERKSHIP YEAR PERSONAL LEAVE POLICY
LCME Element(s) 12.4 Student Access to Health Care Services
Approved By UAMS COM Curriculum Committee
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College of Medicine M3 Clerkship Year Personal Leave Policy

Effective academic year 2026-2027

1. Purpose

The Personal Days Policy supports medical students in managing planned personal and professional obligations during the clerkship year. The policy mirrors expectations students will encounter as residents and encourages proactive planning, professionalism, and responsible time management.

2. Scope of Policy

This policy applies to **M3 students enrolled in M3 clerkships. M4 students taking M3 rotations** will have personal day requests **reviewed on a case-by-case basis** in consultation with the **College of Medicine Office** to ensure appropriate support while maintaining clerkship requirements.

3. Overview of Personal Days

Each M3 student is allotted **three (3) personal days per semester** during the clerkship year. These days are intended for planned, non-urgent needs, such as:

- Conference travel
- Personal life events
- Scheduled appointments (e.g., dentist, accountant, haircuts)

These days may be used consecutively or individually. They do **not** replace the existing Absentee Policy for Acute Illness or other emergent circumstances.

4. Approval Requirements

4.1 Advance Notice

Personal days must be requested **at least 30 days in advance**.

4.2 Required Approvals

Requests must be approved by:

- The **Clerkship Director** of the clerkship during which the day will be taken
- The **Dean's Office**

Approval may depend on clinical site needs, assessment schedules, or other curricular requirements.

5. Use of Personal Days

5.1 Full-Day Use Only

Personal days may only be taken as **full days**. The College will not prorate or calculate leave by hours across multiple days.

5.2 Planning Expectations

Students are encouraged to:

- Consolidate multiple appointments into a single personal day
- Use these days strategically to minimize disruption to clinical responsibilities
- Demonstrate the professionalism expected in residency

6. Students With Ongoing Healthcare Needs

The College of Medicine is committed to supporting students who have **ongoing healthcare needs** requiring **more frequent medical appointments** than can reasonably be accommodated within the standard personal day allotment.

Students in this situation must:

- Communicate with the **College of Medicine Office**
- Engage with **Michelle Zengulis, ADA Coordinator**, to determine whether accommodations are appropriate
- Notify and coordinate with the **Clerkship Director** of the affected clerkship(s)

These parties will work together to assess the student's needs and determine appropriate support or accommodations while maintaining the integrity of the clerkship experience.

7. Restrictions

- Personal days cannot be used retroactively.
- Personal days should not be used for acute illness, emergencies, or unplanned absences.
- Unused personal days do not roll over between semesters.

8. Professional Development Alignment

This policy helps students develop skills essential for residency, including:

- Advance scheduling
- Professional communication
- Balancing personal and clinical responsibilities



March 30, 2026

Executive Associate Dean for Academic Affairs

Date