Policy Title: M3 CLERKSHIP YEAR PERSONAL DAYS POLICY
UAMS COM Undergraduate Medical Education Policy 2.1.12
Section: Learning Environment
LCME Element(s): 12.4 Student Access to Health Care Services
Approved By: UAMS COM Curriculum Committee
Version History: March 30, 2026; November 23, 2026

College of Medicine M3 Clerkship Year Personal Days Policy

Effective academic year 2026-2027

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.

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.

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 not related to healthcare needs (e.g., accountant, haircuts)

The Personal Days policy does **not** replace the existing excused absence policy. No more than two of these days may be taken in a single clerkship.

Student responsibilities:

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

Requests must be approved by:

- The Clerkship Director of the clerkship during which the day will be taken

- The Dean's Office (Little Rock Dean's office for LR students, NW Dean's office for NW students)

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

Use of Personal Days

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

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

Restrictions

- No more than two personal days may be taken in a single clerkship.
- 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.



John Spollen, Executive Associate Dean for Academic Affairs

Date: November 23, 2026