

**Pinnacle Health System
Speech Pathology Department**

Student Leave of Absence Policy

It is the responsibility of all speech pathology students to attend all scheduled days of their externship. It is understood that emergencies arise and that students may be required to take time off.

Speech pathology students may take up to 3 days off for emergencies. If the school's leave of absence policy is more stringent, it will supersede this policy.

Examples of acceptable reasons for leave of absence:

- Illness
- Family or personal emergency
- Job interviews
- School related activities
- Weather related emergencies

Students should discuss concerns or necessary time off with their supervisor as soon as possible. Approval for the time off will be at the supervisor's discretion.

The school will be notified of any unacceptable or excessive absences.

Updated: March 13, 2014