

**PINNACLE HEALTH SYSTEM
OCCUPATIONAL THERAPY DEPARTMENT
STUDENT LEAVE OF ABSENCE POLICY**

It is the responsibility of all level II occupational therapy students to attend all scheduled days of their fieldwork. It is understood that emergencies arise and that students may be required to take time off.

The AOTA Committee on Education (COE) requires that OT students complete 480 hours of level II FW (equivalent to full time 12 week assignment) and OTA students complete 320 hours (equivalent to full time 8 week assignment). This is tracked by the university/college to maintain compliance. *All* missed days of FW must be made up within 2 weeks of occurrence. Extenuating circumstances need to be discussed with the Pinnacle Health OT student coordinator. Holidays are made up at the discretion of the supervisor and must be documented in the comment section of the final evaluation.

Examples of acceptable reasons for leave of absence:

- Illness
- Family or personal emergency
- Car emergency
- School related activities
- Weather related emergencies

Examples of unacceptable reasons for leave of absence:

- Social events such as concerts
- Vacations
- Job responsibilities

If the student has child care duties, it is the responsibility of the student to have a back-up plan in place if the child is ill or school/child care is cancelled.

Special circumstances should be discussed with the supervising therapist as soon as possible. An approval for the day off will be at the supervisor's discretion.

If a student has extensive absenteeism, it will be at the supervisor's discretion to either extend the length of the fieldwork or terminate the fieldwork. The school will be notified of any unacceptable absences.

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