

035 PERSONAL TIME OFF, HOLIDAYS & VACATIONS

Personal Time Off:

The UPMC Jameson School of Radiography uses a Personal Time Off (PTO) system. During the student Radiographer's program, they are provided with a total of 56 hours of Personal Time off each year. ***Personal Time Off must be scheduled in advance with a minimum of a 7-day notice to the program faculty and the clinical site unless being used in case of an emergency or illness.*** This can be done via email but must include Rad Tech Program Coordinator, Clinical Education Coordinator-Radiology and Lead Clinical Preceptor in the communication. Hours must be used in blocks of two hours (2). Students not using all of their PTO during the first year may carry it over into their second year.

Any Personal Time Off exceeding the set hours per year (56) will not be approved.

Holidays:

UPMC Jameson School of Radiography observes the following

1. New Year's Day
2. Martin Luther King Day
3. Memorial Day
4. The 4th of July
5. Labor Day
6. Thanksgiving
7. Christmas

If the student's clinical schedule would normally include a Saturday or Sunday that happens to be a designated holiday the student will be scheduled off that day.

If a designated holiday falls on a weekend and the student is not scheduled to work then a Saturday holiday will be observed the day before (Friday), and a Sunday holiday will be observed the day after (Monday) and the student will be scheduled off.

Vacations/Breaks:

In addition to the above PTO and holidays, school breaks occur during the following periods.

1. Spring Break- approximately one week
2. Summer Break- first two weeks in July
3. Thanksgiving break-approximately one week
4. Christmas Break- approximately 2 weeks at the end of December and into early January

In Case of an Emergency/Illness:

It is the expectation of this program that a student should be present for all classes and scheduled clinical shifts. If a student must call for off for an emergency/illness, then the clinical site should be notified as soon as possible. The student should call the clinical site and must speak to an individual and may not leave a voice message, text or email. Students should make note of who they spoke with and the time. The student should then text or email Rad Tech Program Coordinator, Clinical Education Coordinator-Radiology and Lead Clinical Preceptor

explaining the situation and include the time they called and the name of the person they called off to. The time missed will be subtracted from the student's personal time off bank. Hours must be used in blocks of two hours.

So that all students get experience on an off shift, each student will need to do the minimum number of full PM shifts on a Friday, Saturday or Sunday as listed in their graduation requirements. If personal time off occurs on one of these shifts, the students' schedule may be rearranged so that this requirement is still met. School breaks may be utilized for this purpose if needed and must take place before the beginning of the next semester.

Any unscheduled personal time off can influence your class or clinical grade. There are no makeup quizzes resulting in a 0% for any missed quiz.

- 1-2 occurrence(s)/ semester will result in no change in clinical grade earned
- 3 occurrences/ semester will result in a 3 % drop in clinical grade earned and verbal warning
- 5 occurrences/ semester will result in a letter drop in clinical grade earned and written warning and probation
- 7 + occurrences/semester dismissal from program

The UPMC Jameson School of Radiography follows UPMC Employee Health Policies for communicable diseases that the student may come in contact with. The student may possibly be required by the program to be absent from class or clinical education depending on the nature of the problem. These required absenteeism's will not be counted as an unscheduled occurrence.

Extenuating circumstances will be considered on an individual basis by the program faculty.

Revised Oct 21, 2021