

Policy Title	Clinical Leave
Policy Number:	RAD 8.10
Department:	SOMI
Functional Area:	Academic Affairs
Contributing Department	
Approved by:	RHEI Leadership Team
Effective Date:	8/1/2023
Version:	1
Status:	Approved
Manual	To be entered by Compliance360 System administrators or N/A if not in C360
Section	RAD 8

I. Mission, Vision and Values

This policy reflects our commitment to human dignity, integrity, compassion, stewardship, and service by guiding decisions and actions that uphold respect for all individuals and promote excellence in our work.

This policy aligns with our mission of extending the compassionate ministry of Jesus by improving the health and well-being of our communities and providing good help to those in need, especially the poor, dying, and underserved by ensuring that our practices support ethical, effective, and accountable service across all areas of the organization.

II. Policy

It is the policy of Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) to establish a clinical leave policy.

III. Purpose

The purpose of this policy is to outline the procedure for students to request clinical leave.

IV. Scope

This policy applies to all SOMI students.

V. Policy Details

A Clinical leave allows the student to miss a portion of the clinical program due to special circumstances and then return to the program to continue their education. A clinical leave may be granted by the Dean or designee and is not subject to student appeal. A clinical leave may be requested for health or personal reasons. The maximum timeframe a clinical leave will be granted for is 4 weeks.

A student that requests clinical leave must complete a **Clinical Leave Request Form** (located in Trajecsys) and submit it to Dean or designee for approval. A student granted a clinical leave must follow attendance policies for all didactic courses.

Scheduled Clinical Leave

A scheduled clinical leave is used for known issues that will interfere with the normal progression of clinical education where the student will miss time from clinical longer than 2 consecutive days. Advanced notification in the form of a written request for this leave is submitted for consideration. Not all clinical leave requests are approved. Any student granted clinical leave must be willing to meet a rigorous schedule upon their return to complete the program requirements for graduation.

Unscheduled Clinical Leave

An unscheduled clinical leave is used for emergency situations that cause the student to miss clinical educational time, longer than 2 consecutive days, where the student is unable to notify the Dean in advance. Once the request is granted, after notification, the student agrees in writing to meet all requirements established by the Dean before resuming clinical.

The agreed upon time frame for a clinical leave may be extended by the Dean for extenuating circumstances and with notification of the student.

The clinical leave may also result in a withdrawal from the program by the Dean, should the time frame exceed 4 weeks.

Student Requirements for a Clinical Leave

A student granted a clinical leave is required to make up all clinical time missed in excess of allotted clinical time off as outlined in the Clinical Attendance policy. Make-up time will occur during School breaks only, (i.e., Spring Break, Fall Break). Make-up time is scheduled by the School's Program Coordinator Clinical Education Experience and will not occur on days that Bon Secours Mercy Health System recognizes as holidays. All clinical hours must be made up prior to graduation, preferably during the semester the clinical leave occurred in.

Any student granted clinical leave will be ineligible for Perfect Clinical Attendance.

*Active-Duty Military Reservists are considered on a case-by-case basis.

VI. Definitions

None

VII. Attachments

N/A

VIII. Related Policies and Procedures

RAD 8.11 Clinical Attendance

IX. Regulatory Notices

Nothing in this policy creates a contractual relationship between Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI), a department owned and controlled by Bon Secours St. Mary's Hospital of Richmond, LLC, and any party. SOMI, in its sole discretion, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

X. Version Control

Version	Effective Date	Next Review Date	Description	Supersedes, if applicable	Prepared By
1.0	5/20/2022	N/A	New Template and Revisions	N/A	Program Coordinator Clinical Education Experience
2.0	6/8/2023	6/8/2026	New Template and New Numbering	1.0	Program Coordinator & DCRM
1	6/8/2023	6/8/2027	Version Changed – BSMH Template Adopted	1.0	Program Coordinator & DCRM

This policy/procedure/guideline is not intended to establish a standard of clinical or non-clinical care or practice. Rather, this policy/procedure/guideline creates a general tool to help guide decision-making with the understanding that different action(s) may be necessary in response to the totality of the circumstances presented.

Sites revised 05/06/2025- Bon Secours Mercy Health adopts the above policy, procedure, policy & procedure, guideline, manual / reference guide / instructions, or principle / standard / guidance document for all Bon Secours Mercy Health entities including, but not limited to, facilities doing business as Mercy Health – St. Vincent Medical Center, St. Vincent – St. Charles Hospital, St. Vincent – St. Anne Hospital, Mercy Health – Perrysburg Medical Center, Mercy Health – Tiffin Hospital, Mercy Health – Willard Hospital, Mercy Health – Defiance Hospital, Mercy Health Allen Hospital LLC, Mercy Health - Lorain Hospital, Mercy Health St. Elizabeth Youngstown Hospital, Mercy Health St. Joseph Warren Hospital, Mercy Health - St. Elizabeth Boardman Hospital, Mercy Health - St. Rita's Medical Center, Mercy Health – Springfield Regional Medical Center, Mercy Health - Urbana Hospital, Mercy Health - Anderson Hospital, Mercy Health - Clermont Hospital, Mercy Health – Fairfield Hospital, Mercy Health - West Hospital, The Jewish Hospital – Mercy Health, Mercy Health – Kings Mills Hospital, LLC, Mercy Health - Lourdes Hospital LLC, Mercy Health – Marcum and Wallace Hospital, Chesapeake Hospital Corporation DBA Rappahannock General, Maryview Hospital, Bon Secours Richmond Community, Bon Secours Memorial Regional Medical Center, Bon Secours – St. Mary's Hospital, Bon Secours St. Francis Health System, Bon Secours St. Francis Medical Center, Bon Secours Mary Immaculate Hospital, Bon Secours - Southside Medical Center, Bon Secours Mercy Health Franklin, LLC, Southern Virginia Medical Center, and Bon Secours Harbour View Medical Center. This also may apply to Bon Secours Mercy Health Medical Group LLC and its medical group affiliates.