**ATTENDANCE EXPECTATIONS/ABSENTEEISM**

Approval Authority: NODIP Committee/Program Manager, NODIP

Established On: 2007 09 04

Amendments: 2016-08, 2018-08, 2021-08

Category: (to be completed by the Office of the University Secretary)

1. **POLICY STATEMENT**

Regular attendance by interns is expected. If significant time is lost from the program, for any reason, it may be impossible for the intern to demonstrate all the required competencies within the time remaining.

1.0 Dietetic Interns are expected to be on duty daily and to follow the work schedule that is determined by the preceptor for the placement. Practical experience is routinely not scheduled on weekends. Some weekend or evening experiences may be scheduled in the Food Service and Management rotation, and population and public health placements. Dietetic Interns must be prepared to devote a significant personal time commitment to complete readings, assignments, and projects outside of the hours spent in the practicum environment.

1.1 Interns are usually not required to work on statutory holidays. Statutory holidays recognized by the partnering agency are granted to the intern.

1.2 Time may be taken from a placement for personal reasons e.g. medical appointments, religious observances. Every effort should be made to schedule personal appointments outside of working hours. If this is impossible, the intern shall request permission from the preceptor and Program Manager to be absent during working hours and arrange to make up the missed time. Likewise, personal telephone calls, texts, emails or use of social media should occur outside of working hours.

1.3 Interns are entitled to two weeks of vacation. These two weeks are typically scheduled in December during the break period. One week may be moved to accommodate the scheduling of placements, or at the request of the dietetic intern. The request for one alternative week must be identified three (3) months prior to the commencement of the program.

1.4 Time lost in excess of 2 days per three-four week placement may result in a program extension, depending on the competencies which remain to be demonstrated.

1. **SCOPE**

This policy applies to dietetic interns in the NODIP.

1. **POLICY PROCEDURES**
   1. Daily start and finish times may vary from day to day, and from one placement to another. If this presents a problem for the intern, the intern should notify the Program Manager who will discuss the issue with preceptors.
   2. Preceptors will monitor attendance by interns for each placement. The number of days absent is documented when the “Performance Evaluation Report Form” is completed.
   3. When learners have a personal and/or health circumstance that may require interruption of their placement for no more than one day, it is their responsibility to notify their preceptor, by leaving a phone message, and an email to advise of their absence. The intern will also notify the Program Manager and their Site Coordinator by email.
   4. The Program Manager will monitor the total number of days lost per intern, and discuss the situation with individual interns as necessary. All absences of three consecutive days or more will require supporting documentation to be provided, e.g. medical certificate, etc. Learner absences that accumulate to more than 5 days, will require a review meeting with the Program Manager.
   5. Adjustments will be made to the intern’s schedule of placements, or to specific activities within placements, to ensure all competencies are demonstrated.
   6. If such adjustments are not possible, the intern’s program will be extended. The Program Manager, in consultation with the intern and the relevant preceptor(s), will determine the length of the extension and the specific enabling activities to be carried out.
2. **ROLES AND RESPONSIBILITIES**

The NODIP Committee is responsible for the review and approval of this policy. The Program Manager, NODIP is responsible for the oversight, execution, and revision of this policy and its procedures.

1. **INTERPRETATION**

Questions of interpretation or application of this policy or its procedures will be referred to the Program Manager, NODIP.

**AUTHORITIES AND OFFICERS**

The following is a list of authorities and officers for this policy:

a. Approving Authority: NODIP Committee

b. Responsible Officer: Program Manager, NODIP

c. Procedural Authority: NODIP Committee

d. Procedural Officer: Program Manager, NODIP

**Review and Revision History**

**Review Period**: 2 years or as required

**Date for Next Review:** 2023 08 01