

STUDENT LEAVE TIME

Student Leave Time

Policy Scope

This policy applies to all Radiography (RT) students.

Policy Statement

Compensation Time

Students enrolled in the Radiography program are given 15 hours of leave time for personal affairs each semester. It is intended to provide necessary time for planned or unplanned events without jeopardizing the student's attendance record. Allotted hours may be used for such things as illness, funerals, medical and dental appointments, job interviews, or vacations. Regarding the use of student comp time, the following guidelines must be followed:

1. When taking scheduled comp time:
 - a. Email your clinical coordinator 24 hours in advance. Must include date, shift, and site location you are taking the comp time for.
 - i. Email your clinical coordinator 24 hours in advance. Must include date, shift, and site location you are taking the comp time for.
 - ii. Call the site 24 hours prior to your scheduled shift to notify staff of your scheduled absenteeism.
 - b. Call the site 24 hours prior to your scheduled shift to notify staff of your scheduled absenteeism.
2. Comp time requests for a Monday must be submitted by Friday at 12 pm (noon) of the preceding week.
3. Requests without 24-hour notice will be counted as a tardy occurrence.
4. A minimum of at least 4 hours is required per comp time request. A maximum of 7.5 hours of comp time can be used per day. Comp time will only be recorded in half-hour increments.
5. Comp time is capped at 15 hours each semester unless approved by the clinical coordinator.
6. Unused comp time is not transferable to a successive semester.
7. Students taking more than the allotted number of comp hours will be required to make up the deficit time:
 - a. Missed time must be made up within three (3) weeks of the missed time. If less than 3 weeks are left in the semester, all deficit time must be made up by the end of the semester.
 - b. Make up time must be made up in no less than 2 hours increments.
 - c. Make-up time must be scheduled with the clinical site and emailed to the clinical coordinator for approval before completion. Make up time will be approved on a case-by-case basis by the clinical coordinator.
 - i. Email template required for make-up time requests:
 1. I am voluntarily making up (# OF HOURS) clinical hours from (SHIFT START/END TIMES) on (DATE) at (CLINICAL SITE). This was approved by (CLINICAL STAFF).
 2. EXAMPLE: I am voluntarily making up 8 clinical hours from 8-4:30PM on 9/5/2021 at Nebraska Medicine. This was approved by technologist John Doe.
- d. Students are expected to make up time at the site they missed time and for the shift missed. (If a student misses a Saturday at Nebraska Medicine of their weekend shift, they are expected to make up a weekend day at Nebraska Medicine). If a student is unable to schedule make up time at a certain site due to student-to-tech ratio, the clinical coordinator must approve an alternate site/shift.
8. Unauthorized absenteeism may result in disciplinary actions.
9. A student may be required to furnish satisfactory medical proof of illness, disability or dental work.
10. It is recommended that suspected and confirmed pregnancy be reported to the program director.
11. Time missed due to pregnancy must be made up according to the decision of the program director based on the Radiation Protection and Pregnancy Policies.
12. Full-time students may request funeral/bereavement leave in the event of a death of an immediate family member. Contact your clinical coordinator to make arrangements. Documentation may need to be provided upon request.
13. The Radiography program supports participation in professional organizations relevant to the student's professional growth and development. Therefore, students may qualify for earned comp time for documented attendance and involvement in these activities.
14. Students may voluntarily choose to spend additional authorized time participating in clinic procedures over and above their scheduled hours if the student continues to perform in the student capacity, including direct supervision and performing student clinical responsibilities. No comp time will be given.