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## DIETETIC INTERNSHIP PROGRAM

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Time Off

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Effective Date: 7/91

Date Revised or Reviewed: 7/21

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### **POLICY**

Time off for the intern is defined on the Rotation Schedule. Any time taken off greater than 2 days must be made up by the dietetic intern. Additional time off must be made up and will extend the length of the program for an intern.

### **PURPOSE**

To define time off and how requests for additional time off will be handled for the Dietetic Intern.

### **PROCEDURE**

1. Interns have scheduled time off on Thanksgiving, and the day after Thanksgiving, two and a half weeks during the Christmas holiday, New Year's Day and one-week Spring Break.
2. Interns are expected to arrange any medical or other appointments during the Holidays or Spring Break.
3. If absolutely needed, an intern can arrange to be away from the practice site. The day away must be planned with the Site Liaison and Regional Director at least two weeks in advance. An intern may take up to 2 days in total away from the practice site without making up the time off.
4. A day missed from the planned Simulation Learning Days will be make-up time replaced with an assigned 8-hour project. The project must be completed by the following Sunday.
5. Additional time off may be granted due to unforeseen circumstances. This time off must be made up or it will extend the length of the program for the intern. Additional time off from the practice site can be made up during holiday breaks, on weekends or evenings with permission of the Site Liaison and Regional Director.
6. Time off will be granted at the Site Liaison's and Regional Director's discretion and must be made up during the rotation the time off was taken. Time off does not excuse an intern from rotation assignments. All required experiences must be completed within each rotation.
7. Any time off while in the program must be documented by the intern and verified by the Site Liaison. All rotation time will be documented in the Portal.
8. In the event of an illness or personal emergency the intern must **email the Regional Director and the scheduled Preceptor at least one hour before** the time he/she is scheduled to begin at the practice site.

9. Excessive absenteeism greater than the internships allotted time off may be considered to be grounds for dismissal.
  
10. The following process should be followed by all interns when requesting time off.
  1. Day Off Request form (attached) must be signed at least two weeks in advance to the requested day off.
  2. Preceptor for the rotation in which the requested day off occurs must sign off on the designated space on the form.
  3. An Outlook Meeting Appointment should be sent to the intern's Regional Internship Director to let them know of the day off request. The signed Day Off Request form must be scanned by the intern and attached to the Outlook Appointment.
  4. The subject in the appointment should be entered as the intern's name and the type of time off requested. Ex: Jim Dandy Day Off Request or Suzy Waterman MS Exchange Day
  5. Regional Internship Director will respond to the intern's Outlook Appointment of acceptance or denial of request.

Aramark Dietetic Internship  
Day Off Request

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

The following process should be followed when requesting a day off.

- Day Off Request form must be signed at least two weeks in advance to the requested day off .
- Preceptor for the rotation in which the requested day occurs must sign off on the designated space on the form.
- An Outlook Meeting Appointment should be sent to the intern's Regional Internship Director to let them know of the time off request. The signed Day Off Request form must be scanned by the intern and attached to the Outlook Appointment.
- The subject in the appointment should be entered as the intern's name and the type of time off requested. Ex: Suzy Waterman Day Off
- Regional Internship Director will respond to the intern's Outlook Appointment of acceptance or denial of request.

Click box on type of day off requested:

- Day Off
- First Day Off Request
  - Second Day Off Request
  - Additional Day off Requests must be made up in the rotation in which the time was taken.

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Click on the rotation the requested day will take place.

- Clinical
- Management
- Community

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Preceptor/Site Liaison Signature \_\_\_\_\_ Date \_\_\_\_\_

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Intern Signature \_\_\_\_\_ Date \_\_\_\_\_