

# **ABSENCE POLICY**

## **What to do if . . .**

**If you are ill or can not come in for another urgent reason you must call**

**01743 492505 before 10am**

(or as soon as possible in cases of sudden illness)

Whilst on GP placement you will also need to inform your GP surgery as soon as possible.

On your *first day* back on placement you must send the appropriate form to  
[undergraduatesupport@sath.nhs.uk](mailto:undergraduatesupport@sath.nhs.uk)  
with your year of study and absence dates in the subject line.

### **ABSENCE for any other reason**

**must be sent to [undergraduatesupport@sath.nhs.uk](mailto:undergraduatesupport@sath.nhs.uk) at least 14 days in ADVANCE of the absence with your year of study and proposed absence dates in the subject line.**

Leave and is only permitted on signed approval from the Hospital Dean

**You must communicate with your tutor before submitting absence forms and state clearly what has been agreed with them to make up for your absence.**

### **IMPORTANT!**

**A form MUST be completed for ANY absence from your placement eg: Committee meetings, Intercalation interviews, appraisals etc**

**Forms are available on Blackboard**