

Complete Policy Title	Leave of Absence – Maternity/Paternity
Approved by	
Date of Original Approval	
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Supersedes/Amends Policy dated	October 2006

LEAVE OF ABSENCE - Expectant Students/Maternity/Paternity Leave

- 1) In the event that a student or his/her spouse has a child during medical school, he/she may request time away from their studies without prejudice.
- 2) Due to the time-limited nature of the program and the minimum academic requirements mandated, academic standards cannot be altered. If course work, either pre-clinical or clinical is missed, arrangements must be made to permit the student to make-up the deficiency to the satisfaction of the Program.
- 3) Minimum requirements in each of the core clerkship rotations must be fulfilled. Similarly, if planning maternity/paternity leave prior to clerkship, the leave may not result in missed mandatory Foundation responsibilities. Completing outstanding clerkship rotations or subsequent Foundation work will be required.
- 4) The school accepts the responsibility for alterations in the academic program, if necessary and where feasible, to protect the health of the pregnant student and her fetus i.e. allowing completion of a less physically demanding clerkship rotation in the third trimester. If special accommodations cannot be granted, a 12-month leave of absence may be required. It is the responsibility of the student to report the pregnancy to the MD Program Administrator as early as possible so that accommodations can be considered.
- 5) The student will be given a maximum leave of six (6) weeks if they wish to stay in their present graduating year. This time frame allows the student to make-up the time missed during his/her vacation time prior to starting residency. If the student requests a greater length of leave, twelve (12) months may be granted but the student will graduate with the subsequent class.
- 6) With permission of the student's tutor/attending physician/clerkship coordinator, the pregnant medical student may be permitted class or clerkship release time for regular supervision by her obstetrician. It is the student's responsibility to negotiate with her supervisor as to how the missed time can be made-up.
- 7) With permission of the student's attending physician/clerkship coordinator, if a reduction in workload is warranted, then the workload shall be reduced to the extent deemed acceptable by the attending physician/clerkship coordinator including the manipulation of on-call duties if necessary.
- 8) The Assistant Dean, The Registrar and the Undergraduate Medical Education office will be informed of the details of the leave.

The Responsibilities of the Pregnant Medical Student Include the Following:

- 1) Reporting pregnancy and communicating maternity/paternity leave requests to the MD Program Administrator as early as possible. Appropriate clerkship department(s) or the Foundation supervisor must also be informed as early as possible (either by the student or by the Program Administrator). If teaching staff have concerns about a student's ability to meet the requirements to successfully complete a rotation, they can contact the Program Administrator to discuss options such as reduced workload, call, and the make-up of missed time.
- 2) Requesting leave in writing. The request will be responded to in writing and forwarded to the applicable supervisors.
- 3) Notifying the MD Program Administrator of the date of return from maternity/paternity leave.
- 4) Seeking obstetrical care as early in pregnancy as possible and maintaining open communication with the Program Administrator.
- 5) Taking appropriate precautions:
 - a) In radiology areas, wearing protective shielding or avoiding setting if appropriate shielding is not available.
 - b) In the clinical setting avoiding contact with identified patients or patients being investigated for possible infectious diseases that may be harmful to the pregnant student and her fetus. The clinical supervisor must be notified of the situation and honour the student's request of avoiding said patients.