

**Attendance:**

Dietetic interns are expected to attend all scheduled rotation days, class days, meeting times and any other supervised practice related event. Interns should arrive at the work site ready to begin their learning experience at the scheduled time. Interns are required to make up any or all days missed to fulfill CADE's minimum requirement of 1200 hours of supervised practice experience. When an intern is sick, they are required to phone their primary preceptor in their assigned unit as well as the program director. More than two consecutive sick days requires a doctor's note.

Interns should report daily to their primary preceptor or assigned preceptor.

Interns are required to spend a minimum of 8 hours daily in their assigned units. The 8 hours does not include lunch breaks, personal break time or preparation/study time. The preceptors reserve the right to ask interns to stay past 8 hours and this should be reflected in the interns evaluation if they willing do so.

Interns are required to contact the program director immediately in the event of an illness or emergency.

Interns will be evaluated on their attendance during each rotation.

Interns may be asked to spend additional time in a rotation as deemed necessary by the preceptor or program director.

Class days are included in the scheduled time to fulfill program requirements.

In the case of excused absences, interns are required to make up any time missed for any part of the program.

Interns who miss a class day due to illness or personal reasons are required to write a 10-page paper (double spaced with #12 font) on each topic covered during the class. Papers should be handed in to the program director within one week of missing the class. Interns should make every effort to attend ALL Class days as these are designed to prepare you for upcoming rotations.

**Tardiness:**

Tardiness will not be tolerated. Interns are expected to be on time for all scheduled program activities. Interns should arrive at the work site ready to begin the learning experience at the scheduled time. The dietetic intern is considered to be tardy when they are not present to begin the learning experience at the scheduled start time. Interns will be evaluated on their tardiness during each rotation.

**Medical Leave of Absence:**

For episodes of illness that require an extended absence, a medical leave of absence may be granted for the length of time deemed necessary. All requests for a medical leave of absence must be approved by the Program Director of the Dietetic Internship. A statement from the attending physician is required when the intern submits for medical leave of absence and again when the intern returns to the program.

To request a medical leave of absence:

The intern (or significant other) must notify the program director in writing of the illness. A physician's note which verifies the illness must accompany the letter. Both documents must state the nature of the illness and the length of time needed to recover.

Before the intern can return to work, a physician's note is required that states that the intern is ready to return to the dietetic internship program.

Adjustments to the intern's schedule will be made in these circumstances and the intern will be given the opportunity to complete all of the program requirements when they return to work. An extension of the program beyond the date of graduation may be necessary to accomplish this.

**Family Leave of Absence:**

A leave of absence under the Family Medical Leave Act will be granted if circumstances warrant it. In these cases, the Sodexo Health Care Services Division procedures will be followed. Requests for Family Medical Leave must be processed through the Program Director. Interns receiving this benefit will be given the opportunity to complete all of the program requirements when they return to work. The extension of the program beyond the date of graduation will be necessary to accomplish this.