

Interns are scheduled to complete all of the requirements and competencies for the dietetic internship program within the designated class calendar year. Schedules for the Fall/Winter Rotations will be given to the intern during orientation week. Schedules for the Spring Rotations will be given to the intern during a class day in November/December. Schedules for the Summer Food Service Rotations will be given to the intern during Management Orientation in June.

Changes to this schedule will be made by the Internship Director when necessary. Interns may request changes to the schedule and these will be considered on an individual basis. Changes which lead to an extension of the program beyond the date of graduation will not be made unless circumstances are beyond the control of the intern or dietetic internship program. The decision to do this is made on an individual basis and is subject to the approval of senior management of Sodexo.

The dietetic internship program includes scheduled vacation and holiday time off.

**VACATION-** All interns will be scheduled for three (3) vacation days during the MTW between the Christmas and New Year's Holiday.

**HOLIDAYS-** Because we are a part-time dietetic internship, interns will be required to work some holidays if they fall on a Monday, Tuesday or Wednesday. (scheduled internship days). If a holiday falls on a Thursday or Friday (non-intern days) interns will not receive an additional time off that week with the exception of those holidays listed below. The following two (2) holidays may fall on any day of the week and interns are entitled to take these days off:

- New Year's Day
- Christmas Day

If an intern chooses to use their holiday time two (2) days to celebrate holidays of a particular faith or cultural nature, arrangements must be made with the program director at the beginning of the dietetic internship program. Flexibility in scheduling holiday time for religious and cultural needs will be made. Interns are responsible for making the program management personnel aware of these needs early in the program year.

Interns may be scheduled to work on holidays if a rotation assignment or experience requires it. Interns may work with their individual preceptors to request additional holidays off as long as it works for both parties and they make arrangements to make up the day(s).