

Attendance Policy

Name of Policy and/or Procedure: Attendance

ACPE Standard(s) Addressed: Accreditation Standard 2, and Defining a Unit or a Half Unit of CPE.

Purpose of Policy and/or Procedure: To clarify attendance requirements for successful completion of a CPE unit or half-unit, in recognition of the positive impact on all students of full participation in all program components, and of the negative impact of any student's absenteeism on both individual and group learning.

Policy: It is the policy of the HSL CPE program to require attendance at all components of the CPE unit, within the following parameters:

Hours Required: Minimum hourly requirements for CPE must be maintained by the student to receive credit for a unit of CPE. All participation in the CPE program is based on the intention to complete a full unit: at least 100 hours of education and 250 of clinical work, and a total of 400 hours. If, for unexpected reasons such as illness or family crisis, a half unit of credit requires at least 60 completed hours of education and 155 of clinical work, and a total of 240 hours, along with all other course requirements such as written assignments and payment of tuition. (Per ACPE, half units as half units will no longer be offered after January, 2024). If excused absences – within the limits set by this policy – interfere with these requirements, the student must negotiate compensatory hours (in the corresponding educational and/or clinical category) with the Educator/Certified Educator Candidate. Compensatory time in an extended or condensed program must be made up within a month of the absence necessitating it and in all cases should be completed prior to the end date of the unit. Compensatory time in an intensive program must be made up within 2 weeks of the absence necessitating it and in all cases should be completed prior to the end date of the unit. If absences exceed the limits set by this policy, regardless of compensatory time worked, no credit for the program is given.

Total Days Absent: There are no vacation days for students during a CPE unit. This policy addresses unavoidable absences. In an extended or condensed unit, no more than 3 classroom days total may be missed for any reason and still receive credit for the unit. Concurrent classroom absences of more than 2 days for any reason will result in no credit being given for the unit. In this case, the CPE Educator/CEC may dismiss the student from the unit, or allow the student to stay in the unit with no credit being given, at the Educator's or CEC's discretion. Days missed mean compensatory days worked.

In an intensive unit, no more than 4 days total may be missed for any reason and still receive credit for the unit. Concurrent classroom absences of more than 3 days will result in no credit being given for the unit. In this case, the CPE Educator/CEC may

dismiss the student, or allow the student to stay in the unit with no credit being given, at the Educator's/CEC's discretion. Days missed mean compensatory days worked.

Allowed absences, totaling no more than what is delineated above, must be approved by the CPE Educator/CEC and may include the following:

- Illness
- Family Crisis (death, severe illness, etc.)
- Previously approved planned event (denominational conference meetings at which your attendance is required, ordination exams, immediate family member's wedding, or other similarly major and unavoidable conflicts)

No permission for planned absences will be granted for the days of CPE orientation, midunit or final evaluations, or the siyyum (graduation). The CPE Educator/CEC may grant or withhold permission for a requested absence.

Notification of Absence: It is the student's responsibility to request and negotiate all absences with the CPE Educator/CEC prior to the absence. Students are responsible for informing their floor liaisons or preceptors of their absence and rescheduling their clinical time. The Educator/CEC should be cc'ed on these communications.

Unexcused Absence: The CPE Educator/CEC has the right to put a student with an unexcused absence on probation or to dismiss the student from the CPE program at any time.

Procedure:

For Sickness: A student needing to be absent due to illness calls/texts the Educator/CEC prior to 15 minutes before that student's hours begin, and either speaks to the Educator/CEC directly or leaves a voice-mail message or text. A text and email should also be sent if a voicemail message is left. The student should also contact their floor liaison or preceptor to notify them, in a manner determined jointly by the liaison or preceptor and the student. If the student is unclear about whether being at HSL/HRC or their external site that day is advisable, they should consult the Work Restrictions for Health Care Personnel policy in this handbook, or consult with Employee Health directly (OccupationalHealth@hsl.harvard.edu or 781-234-9608) and its decision made binding. Students are asked to be conservative in their assessment of their own illness, due to the frailty of our patient population.

In the case of known exposure to a highly communicable or contagious disease (COVID, Hand, Foot and Mouth, etc.) where medical guidance makes it advisable to isolate or quarantine, all efforts will be made to include the student virtually for class days so that the student's content learning and CPE participation are not compromised.

For Family Crisis: A student needing to be absent due to sudden family crisis calls the Educator/CEC prior to the absence, and either speaks to the Educator/CEC directly or leaves a voice-mail message or text. A text and email should also be sent when a voicemail message is left. The student should also contact their floor/unit liaison or preceptor.

For Planned Absence: A student wishing to be absent from the CPE unit for a planned absence should discuss this with the Educator/CEC prior to the start of, or if that is not possible, as soon as possible after the start of, the CPE unit.

Total Days Absent: If a student exceeds the acceptable total number of days absent or concurrent number of days absent, the CPE Educator/CEC will inform the student in person, if possible, and in writing, of their decision whether to give the student the option of remaining engaged in the activities of the CPE program without getting credit, or to dismiss the student from the program. If the student remains active, no tuition refund is made. If the student is dismissed, the terms of the Financial Policy apply.

Hours Required: Students with excused absences within acceptable limits must negotiate with their Educator/CEC the scheduling of any compensatory hours needed to keep up with the time requirements for their CPE program.

Notification: Students must negotiate all absences with the CPE Educator/CEC ahead of time.

Unexcused Absence: When the Educator/CEC determines an absence to be unexcused, they inform the student of this decision in writing.

Process Notes: The student's weekly process notes include a tally of hours spent in CPE activities for the week and a cumulative tally for the unit of educational, clinical, and total hours completed to date.

Date last reviewed: 1/24

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