



## **Attendance Guidelines for Clinical Internships**

### **Sick Time**

The student is allowed one sick day during the course of their internship. It is up to the discretion of the CI as to whether or not the student needs to make up that missed day.

If the student is sick more than one day, they must call Laurie or Danille to notify them of the absences, and will need to make up this time.

### **Time off**

There is no time off allowed during the course of your internships, except for emergencies or illness (see sick time policy). In the case of an emergency, please contact Laurie or Danille. If the student is off from their clinical due to a holiday, we strongly recommend they make up this time, but we leave this decision up to the discretion of the CI.

### **Vacation Time**

Absolutely no vacation time is allowed during the course of an internship

### **Make up time**

Any make up time must be related to patient care experiences. Extra time needed to complete duties that should be completed in the course of a typical clinical day should not be included in make up time (i.e. staying late one hour each day to complete documentation, billing, scheduling, etc...).

Please feel free to call us if you have any questions:

Danille (414) 288-3179

Laurie (414) 388-3383

### **Certificate of Insurance**

In lieu of certificate of insurances, our risk management department has constructed a letter outlining the various risk finance methods contained in its program, including self-insurance. A copy of this letter is included in this section of the handbook. If your facility requires that this letter contain official dates and/or be on official letterhead, please contact Laurie or Danille and we will be happy to send you an original.