



Faculty of Health Leave Procedure for SCU Health Clinic

SCU Clinic Shifts

It is mandatory for all students to attend all rostered clinic shifts in order to meet the clinical hour requirements of their course.

Excessive leave and or failure to attend scheduled shifts can have a significant impact on the progression of your studies and can result in delayed graduation and or fail grades. We understand that leave can sometimes be unavoidable and therefore we ask that when requesting leave you ensure you are adhering to the leave procedure outlined below.

Roster

You must complete all rostered shifts and provide the PEU a minimum of 3 weeks' notice if you are unable to attend a shift or cancelling your remaining shifts because you have met your unit and course competency requirements.

This is because changes to the roster can impact the ability of the clinic to adequately service clients.

Leave request in advance

- 1) Complete the Attendance Variation Application and upload to Sonia.
- 2) Do not seek approval from your Lecturer Practitioner, supervisor or the Clinic. The PEU will escalate and communicate your request if required.
- 3) PEU will review and email you with your leave request outcome.

Sick leave/absence on the day

- 1) Contact the SCU Health Clinic by phone in the morning:

Lismore	02 6626 9131	02 6626 9141	clinic@scu.edu.au
Gold Coast	07 5589 3252		clinic@scu.edu.au

- 2) Complete the Attendance Variation Application and upload to Sonia.
- 3) Do not contact the PEU or Lecturer Practitioner if you cannot attend Clinic on the day of your shift.
- 4) Sick Leave will be recorded. If you do not submit an Attendance Variation Application, or if it is not approved by the PEU you will be referred to the Lecturer Practitioner.

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