

**York University – School of Nursing
Undergraduate Programs**

Policy -Leave of Absence

Title: Undergraduate Leave of Absence Policy	
UPC Committee Review & Approval Date: November 2023; April 23, 2021	Executive Committee Date: December 2023; May 12, 2021
SON Council Decision Date: December 2023; May 25, 2021	
Effective Date: December 2023	Evaluation Period: 2 years
<p>Purpose: This policy applies to the two types of leave of absence requests in all undergraduate nursing Programs.</p>	
<p>Definition: A leave of absence consists of a specific duration in which students are not actively engaged in the undergraduate program.</p> <p>There are two types of Leave absences:</p> <ol style="list-style-type: none"> 1. Approved LOA which will result in the student’s degree completion deadline being extended by the duration of the granted leave of absence. 2. Unapproved LOA which will result no changes to the student’s original degree completion deadline. 	
<p>Responsibility:</p> <p>A student must meet with the Undergraduate Program Director (UPD) to obtain approval. If no approval is received, this is considered an un-approved absence and a breach of professional conduct. This may involve withdrawal from the clinical activity or course failure.</p>	
<p>Actions:</p> <p>1. Short term Absences from On-Campus and Off-Campus Clinical Activities</p> <p>1.1. Short term absences range from one day or less to 2 weeks from educational activities deemed mandatory (i.e. on-campus clinical activities, off-campus clinical placements). These absences must be approved by the Course Director (CD) in writing.</p> <p>1.2. Completion of course requirements ensure achievement of course goals and patient safety as the student progresses in the program. <i>Students will be responsible</i> for making up the missed clinical hours/lab hours as arranged by the CD and/or CCD, the Nursing Practicum Coordination Office and/or Director of the Nursing Simulation Centre (DNSC). This will be scheduled in collaboration with the DNSC, CD and CCD. Failure in making up missed clinical hours or lab hours may result in course failure.</p>	

1.3. An exception to 1.1 and 1.2 is an absence of 2 weeks due to an incomplete Clinical Preparedness Permit. This will result in course withdrawal.

1.4. For absences due to illness, no medical certificate is required during a pandemic. In non-pandemic conditions, a valid Student Medical Certificate will be required. For absences that occur due to other circumstances (i.e. personal loss), relevant documentation of the circumstance may be required. Documentation will be forwarded by the CD/CCD to the UPD/Coordinator for the LOA process and for filing.

1.5. Emergency and extraordinary circumstances will be addressed on an individual basis. In all other unforeseen or planned absences from clinical activities (i.e. religious holidays), students must request within the first two weeks of the term in writing for an advanced approved absence from their CD.

1.6. Students that are absent from on-campus or off-campus clinical activities for greater than 2 weeks to less than one term must consult immediately with the UPD to discuss academic progression related to their courses and in the program.

2. Short term Absences from Non-Clinical Nursing Courses

For any absences from non-clinical nursing courses, please refer to Faculty of Health and University procedures and Deferred Standing Agreements.

<https://myacademicrecord.students.yorku.ca/deferred-standing>

3. Long Term Absences from the Program

(absence longer than 2 weeks in duration)

3.1 Absence from on-campus or off campus clinical activities for greater than 2 weeks must request a meeting to consult immediately with the UPD/coordinator to discuss terms of the leave of absence.

3.2 All students who have been absent from the program must meet with the UPD/Coordinator before re-entering. After a long -term Leave of Absence reinstatement into the program will be assessed on a case-by-case basis.

3.3 It is the student's responsibility to demonstrate eligibility to return to clinical course activity. This will involve remediation as per *the Off-Track Requirement to Demonstrate Safe Practice*.

3.4 Students returning to clinical courses after a long-term absence (ie. 3 terms or longer) may be placed on a waiting list for placement.

3.5 LOAs will be provided for a maximum of 1 year. Renewal of leave of absence requests need to be submitted to UPD for approval prior to the expiry of the original approval LOA.

Please refer to the respective program policy regarding Length of Completion of Collaborative BScN program, 4-Year Direct Entry program, 2nd Entry and Post RN Internationally Educated Nurses BScN Programs for additional information.

Students who are on Leave of Absence will not be registered in the Undergraduate Nursing Program and are not required to pay fees. The coding of the registration status for students who are approved for a Leave of Absence by the School of Nursing in the Faculty of Health will be "Registered as Inactive". While on a leave, students will not attend courses or engage in any coursework. Depending on when the leave begins, a student may retain access to resources of the University, such as using library facilities or computing resources for the remainder of the Session only.

3.1. Planned Long Term Absence

Planned Long term absences are considered over 2 weeks and up to 3 academic terms. Students need to fill out a Leave of Absence form:

https://nurs.info.yorku.ca/files/2014/06/Leave_of_Absence_Form.pdf?x88570

Students need to provide all related documentation. Students need to meet with the UPD/Coordinator to have this request reviewed. Requests are brought forward to the Undergraduate Program Committee for a final decision. Should a student's request be denied, the student has the right to submit a petition to the Faculty of Health.

<https://www.yorku.ca/health/petition-information-and-package/>

3.2. Parental Leave

The School of Nursing acknowledges the need for individuals to have special arrangements the purpose of pregnancy/parental leave. The School of Nursing supports a student's decision to take up to 3 terms for their pregnancy/parental leave(s).

A student may request from one to three terms of leave (i.e., up to one calendar year), which must be completed within one year of the date of birth or custody, or the start of the leave. While on parental leave, a student does not register or pay fees to the University. Depending on when the leave begins, a student may retain access to resources of the University, such as using library facilities or computing resources for the remainder of the Session only.

A student must apply for parental leave by completing the Leave of Absence Request Form. The completion date of the degree program will be extended by the duration of the leave taken, up to the maximum time allowed for completion of their program. Please refer to the respective program policy, Policy Regarding Length of Completion Collaborative BScN, 2nd Entry and Post RN Internationally Educated Nurses BScN Programs, for additional information. Normally, the start and finish of the leave would coincide with the beginning and end of term.

3.3 Unplanned Long-Term Absence

Leaves of absence requests based on a serious health problem requires a Attending Physician Statement. <https://secure.students.yorku.ca/pdf/attending-physicians-statement.pdf>.

A certificate may also be required to indicate that the student is able to resume studies. Serious health or personal circumstances which temporarily make it impossible for a student to continue in the program will be considered. The Leave of Absence Form must be completed and submitted it to the UPD/Coordinator for approval; other timelines will be considered in extenuating circumstances.

Related policy links: Hyperlinks added:

[*Policy Regarding Length of Completion Collaborative BScN*](#)

[*Policy Regarding Length of Completion 2nd Entry and Post RN Internationally Educated Nurses BScN Programs*](#)

[*Off Track Requirement to Demonstrate Safe Practice*](#)