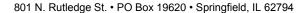


Year 2 Absence Guidelines 2017

- <u>UPLANNED</u> absences for REQUIRED activities: (illness, emergencies or late arrivals)
 - > Call 217-545-SICK (7425)
 - Leave a detailed message with your name, best means to contact you, and what activity you will be missing (tutor group, PDL activity, etc).
- PLANNED absence from a REQUIRED activity:
 - ➤ Complete the online Planned Absence REQUEST Form: http://owww.siumed.edu/oec/Year2/forms/y2_time_off_request.html
 - ➤ After submission of form your point of contact for the approval of your request will be the Y2 Coordinator, Chris Reavis. He will coordinate the approval process and notify you of the result.



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UPDATED: 7/28/2017