

### STUDENT ATTENDANCE- SICK LEAVE

Students will be required to attend school regularly. Missed days are outlined below.

1. Students are encouraged to attend all theory and clinical classes throughout the Program.
  - 1.1 Students are encouraged to schedule appointments on days they are not scheduled to be in class.
  - 1.2 Student absences will be reviewed on a case-by-case basis.
  - 1.3 A doctor's note or other appropriate documentation is required to verify the cause of absence after 2 consecutive days of absences.
2. During clinical placement days, students are required and expected to attend all hours reserved for clinical days (course 5 – 80hrs, course 8 – 160hrs and course 9 – 80hrs). If a day or days is/are missed the procedure is as follows:
  - 2.1 The maximum amount of time an HCA student can miss from a clinical placement experience course 5, 8 and 9, without penalty or extension, is a maximum of 32 hours, out of the total number hour of required clinical experience hours.
  - 2.2 Any time not completed before the completion date will have to be made up at a cost of \$85/day.
3. Withdrawal Policy for Students Attending Alberta Private Career Colleges (licensed under the Private Vocational Training Act.) Private Career Colleges must monitor and record student attendance. When students are absent, institutions must keep track of details relating to contact with the student and the reason for the absence in the student's file. A reasonable excuse for an absence must describe circumstances requiring the student's absence (e.g. medical, family emergency, etc.).

The Health Care Aide Academy considers a student as withdrawn under any of the following circumstances:

- a student has missed five consecutive class days without contacting the institution, before or during the absence, to provide a reasonable excuse. In this case, the effective date of the student's withdrawal is the first of the five days that the student was absent; or
- a student with a reasonable excuse is absent more than 30 consecutive days. In this case, the effective date of the withdrawal is the first day during this period that the student was absent; or
- a student has excessive absences that will prevent them from successfully completing their program within the scheduled study period. In this case, the effective date of the student's withdrawal is the last day that the student was in attendance.

Adopted: July 6, 2021

Reviewed/Revised: August 30, 2022, April 24, 2024 TB