

Exemption for Compassionate Leave from Supernumerary Clinical Placement

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Approving Authority:	Local Joint Working Group				
Responsibility :	Head of Department of Nursing, Midwifery and Health Studies				
Consultation undertaken:	Professional Standards Partnership Committee				
Supporting documents, procedures & forms of this policy:	None				
Reference(s)					
Expiry Date of Policy (if applicable)					
Audience:	Nursing and Midwifery Students				
Category:	Clinical Placement Guideline				

Version Control	Date Effective	Approved By	Amendment(s)
1	November 2011	Local Joint Working Group	<ul style="list-style-type: none"> • None
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2	January 2017	Local Joint Working Group	<ul style="list-style-type: none"> • None

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Compassionate Leave.

- Up to a maximum of three days may be granted on the death of an immediate relative, i.e. father, mother, brother, sister, mother in law, father in law or in exceptional circumstances on the death of a more distant relative, if, for example, the student has to take charge of funeral arrangements or has lived in the same house of the deceased.
- On the death of a spouse or child, the maximum number of days may be increased to five.
- In respect of the death of less immediate relatives, i.e. aunts, uncles, grandparents, time off to attend funeral services is granted.

Procedures for applying for exemption from make up time due to compassionate leave.

- *All students must complete 90% attendance in order to have their mandatory workbook assessments completed. If a student does not meet the 90% attendance requirement this time will have to be repaid regardless of the circumstances.*
- *All students will be required to meet the An Bord Altranais Standards and Requirements for clinical instruction, therefore any time missed from the specialist areas will have to be repaid regardless of the circumstances.*
- It is the student's responsibility to apply in writing for compassionate leave retrospectively. The completed application in writing must be submitted to the Nursing Allocations Officer (DKIT) along with the student's workbook and portfolio on the designated submission date.
- The final decision as to the granting of compassionate leave will be made by the Head of Department in consultation with the relevant Nurse/Midwifery Practice Development team members.
- The Head of Department will formally communicate the decision to the student.
- If compassionate leave is granted, this time will not have to be made up by the student with the exception of the following two scenarios:
 1. Failure to meet the 90% attendance requirement for achievement of the workbook.
 2. Time missed from the Specialist areas.

Note: All students must meet the Standards and Requirements of the Programme over the four years as per An Bord Altranais (2005).

