

**ARMSTRONG COUNTY MEMORIAL HOSPITAL
SCHOOL OF RADIOLOGIC TECHNOLOGY
POLICY AND PROCEDURE MANUAL**

Policy Title: Personal Time	Policy Number: 17 Page 1 of 2
Original Date: 6/91	Revision Date: 10/91, 5/98, 5/99, 6/00, 3/03, 6/11, 7/11, 7/12, 6/13, 10/13, 5/14, 6/14, 6/15, 6/16, 3/17. 6/17
Last Review Date: 6/17	

Personal time (combined sick leave and vacation time) totals 56 hours per year. A minimum of 15 minutes (.25) of personal time will be granted. Requests for personal time should be documented on the Request for Personal Time form (Form #48) for approval. Students are to have their established meal break at the appropriate time and not to remain in clinical assignment to deduct this time from the end of their assigned shift in order to use less personal time. Special circumstances may be considered with approval by program officials.

When an absence occurs, it is expected that the classroom assignment be made up. Any personal hours used in excess of the 56 hours will require a doctor's excuse. Any personal hours taken in excess must be voluntarily made up. This make-up time is limited to the daylight and evening shifts and will not exceed a 40 hour week or a ten hour clinical day. A doctor's excuse for any sick time may be required of the students at the discretion of school officials.

All notifications for absence or tardiness are made by way of the program official's office number (724) 543-8206. When a student is unable to report for his/her assigned shift, it is the individual student's responsibility to contact the school officials prior to the beginning of the shift and speak to a school official to report an absence or tardiness. Students must state the reason for this absence or tardiness (i.e. ill, flat tire, vacation time, etc.), as this is documented. If a school official is unavailable at the time of notification, the student should leave a message on the school office's voice mail, reporting the absence and stating the reason. During weekend assignments, students are to notify the technologist in the Imaging Services department at (724) 543-8132, who will then inform school officials.

Any illness requiring hospitalization will not be deducted from the 56 hours, with a maximum of five days (clinical or didactic) per year. Hospitalization or treatment requiring more than five scheduled days (clinical or didactic) will be considered a leave of absence.

Students who become ill during clinical or didactic education may request to leave or be sent home, depending on the circumstances. The time the student is not in attendance, in this case, will be documented as sick hours. The remaining scheduled hours of the clinical shift not completed or hours of didactic instruction not completed will be deducted from the personal hours.

All personal time must be used by a specified date each year. Personal time for a first year student is issued for the time frame of the first day of education through the Friday prior to graduation. Graduation is the third Wednesday of June. The new allotment of 56 hours of personal time will be granted the following Monday of graduation week. For second year students, all compensatory

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time and personal time is to be used prior to the week of graduation. Students cannot transfer personal hours to another student or to the second year of education.

A winter break will be given to all students during the weeks of Christmas and New Year's Day. These weeks are December 25 - 29, 2017 and January 1 - 5, 2018. Clinical and didactic education will resume Monday, January 8, 2018.

First year students will have a spring break the week before Memorial Day. Second year students will have a summer break the second full week of August. During these weeks, there will be no scheduled classes. Any other days used as vacation days will be scheduled upon approval of the school officials.