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| University of Prince Edward Island             | Policy Number: FNDI-005    |
| Policy Title:<br><b>ATTENDANCE/ABSENTEEISM</b> | Pages - 3                  |
| Authority: Foods and Nutrition Program         | Version Date: January 2026 |
| Creation Date: January 2000                    | Review Date: January 2027  |

**1. Purpose**

To ensure dietetic interns demonstrate professional responsibility through regular attendance, punctuality, and accountability during all program-related activities, including classes, meetings, and practicum placements. This supports competency development and prepares interns for professional practice in health care settings.

**2. Scope**

This policy applies to all interns enrolled in the University of Prince Edward Island Dietetic Internship Program and covers attendance expectations for academic and practicum placement activities.

**3. Responsibility**

- **Interns** are responsible for maintaining attendance, notifying appropriate contacts of absences, and arranging make-up time when required.
- **Preceptors/Placement Supervisors** are responsible for monitoring intern attendance at placement sites, verifying absences, and communicating with the Professional Practice Coordinator regarding required make-up or adjustments.
- **Professional Practice Coordinator** is responsible for reviewing absences, coordinating make-up time, and ensuring that interns meet program requirements for competency development.
- **Foods and Nutrition Program** is responsible for overseeing the implementation of this policy, reviewing compliance, and addressing any ongoing attendance issues in accordance with program standards.

**4. Policy**

Interns in the University of Prince Edward Island Dietetic Internship Program are expected to demonstrate professional conduct, which includes regular attendance, punctuality, and accountability during all academic activities, practicum placements, and related program responsibilities. Attendance expectations reflect the nature of health professional practice and support the achievement of required competencies.

## 5. Procedure

- Interns must be punctual and maintain regular attendance in all scheduled classes, meetings, and practicum placement activities.
- If an intern is unable to attend a class or placement activity due to illness, personal reasons, or an emergency, they must notify the following persons as soon as reasonably possible:
  - a. Practicum preceptor (or supervisory contact at the placement site)
  - b. Professional Practice Coordinator
  - c. Course instructor (if the absence affects a scheduled class)
- Notification should be made by direct phone call or email. If the preceptor or Professional Practice Coordinator is unavailable, the intern should leave a clear message and confirm receipt of that message later on the same day.
- The expected hours of attendance for practicum placements will be determined collaboratively by the preceptor (or placement supervisor) and the Professional Practice Coordinator based on the learning requirements of each placement.
- Interns should generally expect to fulfill full-time commitment consistent with placement expectations. Weekend or evening work may be required in some settings.
- When a preceptor does not work full-time hours, interns are required to complete **7.5 hours of placement-related work each day**, which may be performed on-site or off-site as appropriate.
- Interns are expected to attend lectures, meetings, or other program-related activities that may occur outside regular work hours, as scheduled.
- Interns should not work more than **six (6) consecutive days** without a scheduled rest period.
- Time worked in excess of a 37.5-hour week is not subject to overtime compensation or compensatory time off.
- If an intern accrues **two (2) or more days of absence** within a single placement, the preceptor and Professional Practice Coordinator will determine whether make-up time is required to ensure competency development and placement requirements are met.
- Make-up time must be agreed upon by the intern, preceptor, and Professional Practice Coordinator and may involve additional hours or days at the placement.
- For **extended illness or significant absences**, the Professional Practice Coordinator, in consultation with the Foods and Nutrition Director, will review each case on an individual basis. The Professional Practice Coordinator will determine if additional time is required for the intern to complete the program, consistent with the minimum internship duration requirement (1250 hours).
- Interns may be asked to provide a **medical certificate or documentation** for extended illness-related absences at the discretion of the Professional Practice Coordinator.

- **Vacation:** There is no scheduled vacation period for dietetic interns. Requests for personal time off during the internship must be submitted in writing to the Professional Practice Coordinator. Decisions will be made on a case-by-case basis, taking into account the impact on competency attainment and placement requirements.
- **Compassionate Leave:** Interns may be granted compassionate leave for the death or serious illness of an immediate family member. Reasonable travel time may be granted, typically not to exceed **five (5) additional days** when travel outside the province is required. Preceptor and Professional Practice Coordinator approval is required, and make-up requirements may apply.
- **Medical and Dental Appointments:** Interns are expected to schedule appointments outside of placement hours when possible. If this is not feasible, interns must notify the preceptor and the Professional Practice Coordinator **at least 48 hours in advance** of the appointment.
- **Weather-Related Absences:** Absences or lateness due to storm conditions or similar events will be governed by the policies and procedures of the placement organization.
- **Holidays:** Interns are **not required to attend placement on designated statutory holidays**. The only exception is if the intern and preceptor agree to substitute a holiday with another day. Federal labour standards applicable to interns may inform this section (see [Canada Labour Standards guidelines for interns](#)).
- Recognized general holidays include, but are not limited to:
  - New Year's Day
  - Good Friday
  - Victoria Day
  - Canada Day
  - Labour Day
  - National Day for Truth and Reconciliation
  - Thanksgiving Day
  - Remembrance Day
  - Christmas Day
  - Boxing Day

## 6. Review

This policy will be reviewed annually by the Foods and Nutrition Program to ensure it remains consistent with professional standards, legislative requirements, and the needs of interns. Any revisions will be communicated to interns, preceptors, and program staff.