



Leave of Absence Policy and Forms

AVDC® Leave of Absence Policy

1. A trainee who is temporarily unable to continue her or his American Veterinary Dental College® training program may request a leave of absence by sending a completed Leave of Absence form (page 2 of this document) to the Executive Secretary. Typical reasons for needing to take a period of leave from a training program include personal health or family health or other family commitments, or transitions in professional status (e.g. relocation). In exceptional circumstances, a request for a retroactive start date for a leave of absence may be granted after review by the Training Support Committee (TSC) chair.
2. Maximum duration of training program: Maximum time for completing an Alternative Pathway program is 10 years, including any approved leaves of absence. A formal letter requesting an extension can be submitted for review by the Board.
3. Requests for leaves of absence are forwarded by the Executive Secretary to the TSC chair for consideration. TSC informs the Executive Secretary of the decision to permit or not permit the requested leave of absence and the Executive Secretary informs the trainee.
4. During a leave of absence, a trainee may **not** log cases or count some other activities such as diplomate visitation time or anesthesia-radiology-surgery specialty training time as meeting AVDC® training program requirements.
5. Activities that **can** be undertaken during a leave of absence include: attendance at continuing education meetings that will be subsequently listed on the trainee's CV (note: programs that would otherwise meet the anesthesia-radiology-surgery training requirement can be listed on the CV but cannot be included in the Specialist Training Log), and preparation and submission of dental charts, equipment list, case reports or radiograph sets.
6. Time spent in an AVDC®-approved Leave of Absence from a training program does **not** count in the total 6 years permitted for case-log accumulation in the Alternate Pathway training program. The period on leave will not count in the maximum one year period permitted between the date a logged procedure is performed and the completion of an MRCL form by a diplomate.
7. Annual Report: A trainee who is on leave of absence for an entire reporting period needs only to complete and submit the short Annual Report form (page 3 of this document) to maintain his or her training program registration status. A trainee who went on or returns from leave of absence part-way through a training program reporting year is to complete the full Annual Training Program Report for that year. If a leave of absence report is not submitted by the due date, the status of the program will be reviewed by the Board and a decision will be made whether to discontinue to program registration.
8. The Annual Training Program fee is waived if the trainee is on leave-of-absence during the entire calendar year and for the year during which the trainee returns from leave of absence. No refund of the training program fee is made if the trainee starts a leave of absence part way through a calendar year.



Leave of Absence Request Form

Trainee: Complete the color-shaded boxes only

Trainee	
Supervisor	
Start date requested for leave of absence	
Training Program	(Delete one) Alternate Pathway Residency
Reason(s) for requesting leave of absence (<i>this information will be held in confidence by AVDC®</i>).	
Have you informed your AVDC® training program supervisor that you are requesting leave of absence?	
Anticipated end date of leave of absence. (This date can be adjusted as required by future circumstances).	

TSC Chair action:	
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Save the completed form as ***Your*LASTNAME,FirstName Leave-of-absence Request** and submit it to AVDC® by e-mail or DMS. Send a copy to your supervisor.

For DMS submission, attach the scanned form in a DMS Miscellaneous document. See the DMS User’s Guide for additional information on DMS submissions – remember to check the Submit box and click the [Save Changes](#) command.

Contact the Executive Secretary by e-mail at (ExecSec@AVDC.org) if you have difficulty completing or submitting the completed form, or if you have questions about leave of absence status.



Annual Report
Form for Trainees
on Leave of Absence

Submit This Form Only if the Entire Year was Spent on Leave-of-Absence
Trainee: Complete the color-shaded items

Trainee	
Supervisor	
Date this form was completed	
Training Program	(Delete one) Alternate Pathway Residency
Reporting Period	Year ending December 31st _____
Date Leave of Absence started	
Anticipated end date of leave of absence	

Please describe any activities relating to your training program that you undertook during the current reporting period:

TSC Chair action:	
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Save the completed form as ***YourLASTNAME,FirstName Leave-of-absence Annual Report Year*** and submit it to AVDC® by e-mail or DMS by February 14th.

Failure to submit an Annual Report by the deadline will result in review of the leave of absence and training program by the Board of Directors.

For DMS submission, attach the scanned form in a DMS Annual Report document: check the DMS User's Guide for more information on DMS submissions. Remember to check the Submit box and to click **Save Changes** command.

Contact the Executive Secretary by e-mail at (ExecSec@AVDC.org) if you have difficulty completing or submitting the form, or if you have questions about leave of absence status.