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Albert Einstein College of Medicine

Leave of Absence Policy (MD)

I. Purpose

This Policy outlines requirements for leaves of absence for students.

II. Scope

This Policy applies to all Albert Einstein College of Medicine ("Einstein" or "College of Medicine") Medical students and the MD portion of the Medical Scientist Training Program (MSTP) at Einstein.

III. Policy

III.A. Medical Leave of Absence

In the event of a short-term illness or disability that renders a student temporarily unable to participate in all or part of the medical school program, that student is entitled to reasonable accommodation. When a student's capacity to participate in the Medical School program is compromised by acute medical illness, the student may request up to six months of medical leave, relieving him/her of curricular duties. Such requests will require the approval of the Associate Dean for Student Affairs, who will make the decision after reviewing information submitted by the student, which must include a properly documented diagnosis from a qualified professional with acceptable credentials and recognized expertise. The College of Medicine reserves the right to require further evaluation before approving request for leave(s) and to make an individualized judgment as to the most appropriate plan. Additionally, in some cases, ongoing documentation may be requested.

A student may request an extension for an additional six months of medical leave of absence. Such requests will require appropriate documentation, including a properly documented diagnosis from a qualified professional with acceptable credentials and recognized expertise as above. Such request will require the approval of the Associate Dean for Student Affairs and be reported to the Committee on Student Promotions and Professional Standards (CSPPS). Any additional time beyond one year on Leave will require approval from the (CSPPS).

The safety of patients and others, including the student him or herself, also will be considered. The Associate Dean of Student Affairs may require a student to be on leave. Such decisions will be made in coordination with the CSPPS.

III.B. Family-related Leave of Absence

1. A period of up to twelve weeks of family-related leave of absence will be granted routinely upon request for:
    a. The birth of and to care for a newborn child and bonding with the newborn child

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b. For the placement with the student of a child for adoption or foster care and to care for the newly placed child and bond with the newly placed child;
c. To care for an immediate family member (spouse, domestic partner, child, parent);
d. After the loss of an immediate family member (spouse, domestic partner, child, parent)

Students are required to notify the Office of Student Affairs as soon as a need for Family-related leave is anticipated. Students must provide relevant documentation for each circumstance.

III.C. Personal Leave of Absence

Students may request a leave of absence for personal reasons relieving them of curricular duties for up to six months. Such requests will require the approval of the Associate Dean for Student Affairs and be reported to the CSPPS..

A student may request an extension for an additional six months of personal leave of absence. Such requests will require the approval of the Associate Dean for Student Affairs and be reported to CSPPS. Any additional time beyond one year on Leave will require approval from the (CSPPS).

III.D. Academic Leave of Absence

Students may request a leave of absence to matriculate in an academic program at an outside institution. Such requests will require the approval of the Associate Dean for Student Affairs, require documentation of acceptance to the program and will be reported to the CSPPS. Students must be in good academic standing as defined by the Academic Standing Policy to be eligible for consideration of an Academic Leave of Absence.

III.E. Implications of Leave of Absence

I.A.1. Transcript Notation

The start and end dates of any leave status will appear on the transcript. The type of leave will not be specified.

Students must satisfy all academic requirements to progress through the curriculum. The effect on curricular programs and requirements will be minimized to the extent possible, taking into consideration the fact that many courses and rotations are only available at certain times during the academic year and that postponing such courses/rotations may complicate schedule planning and lead to a postponement of the graduation date.

I.A.2. Financial

Students on a leave of absence are not eligible for financial aid, including federal loans; and in most cases, student loans are not deferred during periods of non-enrollment. This means that loans may go into repayment during a leave of absence.

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I.A.3. Health Insurance

Students on leave of absence remain eligible for the Einstein Student Health Insurance Plan. If the Einstein Student Health Insurance Plan is not needed, students must complete a waiver during the annual waiver period to opt out, regardless of student status.

I.A.4. Disability Insurance

All students have disability insurance provided by the College of Medicine. There is a 180-day elimination period for total disability due to injury or sickness. A student who needs to extend their leave of absence may be eligible for disability benefits.

I.A.5. Housing

All students who have an approved leave-of-absence may maintain their housing assignment. During a leave of absence, all students must continue to pay their monthly rent in full and on time. A leave of absence does not allow for a rental abatement of any kind, and the Housing Office reserves the right to cancel student housing assignments at any time should the student's account not be kept current. There may be reasons that a student will be required to vacate student housing. This decision will be made at the discretion of the Associate Dean of Student Affairs in coordination with the Committee on Student Promotions and Professional Standards (CSPPS).

III.F. Communication during a Leave of Absence

A schedule of periodic communications between the Office of Student Affairs and a student on leave of absence will be established by the Office of Student Affairs as part of the Leave of Absence plan. Failure to engage in required communications will be considered a breach of professionalism and will be reported to the CSPPS.

III.G. Returning from a Leave of Absence

At least thirty days prior to returning from leave, students must notify the Associate Dean of Student Affairs of their intention to return to the curriculum. For students on a medical leave of absence, the student must provide a letter from their health care provider that states that they are "fit for duty." Return from an LOA is approved by the CSPPS. The College of Medicine reserves the right to require further evaluation before approving a student's return to the curriculum and to make an individualized judgment as to the most appropriate plan.

Failure to return from a leave of absence as scheduled—without appropriate communication and documentation—will be considered a withdrawal from the MD program and will be reviewed and finalized by the CSPPS.

IV. Monitoring and Compliance

The Office of Student Affairs is responsible for tracking of and communication with students on leave of absence. The CSPPS is responsible for approving extensions of and returns from leave of absence.

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V. Definitions

None.

VI. Effective Date

Effective as of: 21 July 2025

History:

21 Jul 2025: Complete re-write.

30 Nov 2018: Initial publication.

VII. Policy Management and Responsibilities

The Responsible Office under this Policy is the Office of Student Affairs. The Responsible Executive for this Policy is Einstein's Vice Dean for Education. The Responsible Officer under this Policy is Einstein's Senior Associate Dean for Medical Education.

VIII. Approved (or Revised)

Signed by:
Yoon Kang
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Responsible Executive

08/02/2025
Date

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