



## DEPARTMENTAL POLICIES & PROCEDURES

Department Name: COLLEGES OF NURSING, KING SAUD BIN ABDULAZIZ UNIVERSITY FOR HEALTH SCIENCES		Region: CENTRAL, WESTERN AND EASTERN REGION
Subject: INTERNSHIP PROGRAM POLICY AND PROCEDURE FOR LEAVE		
Original Date: MARCH 2016	Revised Date: JUNE 2021	
Reference: CON-IU-03	Replacement: This DPP replaces APP No. CON 025: Internship Program Policy and Procedures for Leave, and supersedes all of its contents	
Applicable: This DPP replaces APP No. CON 025: Internship Program Policy and Procedures for Leave, and supersedes all of its contents		

### 1.PURPOSE

To guide leave planning and management for CON interns during the internship period.

### 2.DEFINITIONS

- 2.1 **CON-IU:** is an acronym for College of Nursing - Internship Unit
- 2.2 **KSAU-IIS** is an acronym for King Saud bin Abdulaziz University for Health Services.
- 2.3 **Nursing Internship Program:** a minimum of forty eight (48) weeks of mandatory clinical training following successful completion of the BSN credit hours. It is a requirement of Ministry Education to award baccalaureate Degree in Nursing, and a requirement also of Saudi Commission for Health Specialties to grant professional registration.
- 2.4 **Nurse Intern:** is a graduate from CON who has completed successfully the credit hours of BSN program and enrolled in internship training.
- 2.5 **Deferment of Training:** postponement of the start of internship training beyond the stipulated starting date by the university, OR, postponement of training after timely start.
- 2.6 **Clinical Rotation:** is a specific time that is assigned to each nursing component of the internship program, namely twelve (12) weeks of medical nursing, twelve (12) weeks of surgical nursing, four (4 weeks) of maternity nursing and four (4 weeks) 4 weeks of pediatric nursing (which compose phase I of the program), and sixteen (16) weeks' employment linked placement (that composes phase II of the Internship Program).
- 2.7 **Authorized leave:** any Leave granted for a Nurse Intern in accordance with this policy.  
Authorized leaves include: sick leaves supported by sick reports or a written authorization by the concerned NM or shift supervisor, compassionate leave supported by a death certificate, maternity leave supported by the medical report and/or authorized deferment or special leave, Educational

- Leave, and Annual Leave that is supported with officially approved form by the CON as per established procedures.
- 2.8 **Annual Leave:** A granted off or break from the workplace as per intern's request.
  - 2.9 **Sick call:** Under certain conditions when the diagnosis is clear and absence from work is not expected to exceed one day, or, if presenting to Employee Health Clinic involves an undue hardship to Intern, such absence may be approved by the concerned Nurse Manager. The above- described conditions without medical verification is not to exceed one (1) day per illness, and three (3) single days per Internship year and will be referred to as sick calls.
  - 2.10 **Compassionate Leave:** time taken off by a Nurse Interns in situation involving the death of a parent, a spouse or a child.
  - 2.11 **Maternity Leave:** means approved leave of absence granted to a married female Nurse Intern due to pregnancy.
  - 2.12 **Sick Leave:** a time required for a Nurse Intern to adequately convalesce in case of sickness, injury, and/or required surgery or medical intervention.
  - 2.13 **Educational Leave:** means approved leave of absence granted to an intern to participate or attend professional development activity and SNLE exam.
  - 2.14 **Unauthorized leave:** Any leave that does not fit the previous description in article 2.7 is classified as unauthorized leave.
  - 2.15 **Public Holidays:** off days granted to interns by the college in certain religious and national occasions. It includes, Eid Al Adha Holiday, Eid Al Fitr Holiday and the Kingdom National Day. Holidays are not required to be made up for by the interns.

### **3.POLICY STATEMENTS**

- 3.1. The Internship Program covers a period of 52 weeks inclusive of holidays.
- 3.2. CON Interns will work 44 hours per week and will follow the clinical site regulations in relation to shift scheduling procedures, day/night rotation coffee/meal breaks and prayers time.
- 3.3. CON-IU will be the sole responsible for processing and managing interns' leave requests.
- 3.4. All leave requests made by CON interns must be filed directly to CON-IU by the concerned intern utilizing "Intern Leave Application Form: Appendix 1".
- 3.5. Final leave approval for all leave requests set with the CON Associate Dean for Clinical Affairs or designee.
- 3.6. Nurse Interns who fail to comply with the stipulated leave application process and timelines will subject themselves to disciplinary actions.
- 3.7. Whenever absenteeism exceeds 25% of a rotation time, regardless of its nature and whether it is consecutive or alternating, the entire rotation will be repeated.
- 3.8. All leaves (authorized, non-authorized and deferment) must be made up for except for Public holidays, Annual Leave and the Educational Leaves.
- 3.9. Making up the days of absence will not be facilitated during the clinical rotation where it occurs unless leave time is relatively long and therefore may impose a risk on completion of rotation specific requirements. In such cases, an approval from CON-IU is needed. Alternatively, days of absence will be added as an extension to the last rotation of phase I or phase II (whichever is feasible) and the length of internship training will be extended accordingly.

- 3.10. Participating hospitals will acknowledge the previous clinical time and learning of a Nurse Intern returning back from leave [provided that absenteeism from work place has not exceeded twenty five (25%) of the rotation time]. They will also facilitate recommencement of the interrupted rotation.
- 3.11. The decision of extension of an intern training period due to absenteeism/leave rest with the CON Associate Dean for Clinical Affairs.
- 3.12. The total leave time taken during the course of internship should not result in extending the internship training longer than eighteen (18) months in total. Should this happen, individual cases will be addressed to the College Council for decision.
- 3.13. Participating hospitals and CON-IU will maintain an up-to-date record that tracks interns leave in each clinical rotation.
- 3.14. CON-IU will ensure that all leaves taken by Nurse Interns are made up for before completion of the program.
- 3.15. A Nurse Intern will be paid for only twelve months during internship training regardless of any extension granted due to leave.
- 3.16. Nurse Interns are entitled for the following leaves during the internship training:

**3.16.1. Public Holidays:**

- 3.16.1.1. Nurse Intern is entitled to 10 days leave for Eid Al-Fitr, ten (10) days leave for Eid Al-Adha, and one (1) day for the Saudi National Day (as announced by CON).
- 3.16.1.2. During The Holy Month of Ramadan, CON Interns will work reduced hours as per Saudi Labor Law regulations. Each will work thirty (30) hours per week instead of forty four (44) hours.
- 3.16.1.3. The Saudi National Day will be taken as announced.
- 3.16.1.4. Public holidays cannot be carried over and are not required to be made up for.

**3.16.2 Annual Leave:**

- 3.16.2.1 A nurse intern is entitled to a total of ten (10) days the entire internship period.
- 3.16.2.2 It should only be taken continuously during long rotation, phase II or at the end of internship program.
- 3.16.2.3 Only one annual leave request per internship is allowed and the request must be submitted 30 days before the requested date.

**3.16.3 Compassionate Leave:**

- 3.16.3.1 A Nurse Intern is entitled to 7 consecutive calendar days as a compassionate leave in situations involving the death of a parent, a spouse, or a child subject to providing appropriate documentation.

**3.16.4 Sick Leave**

- 3.16.4.1.1 The Nurse intern is responsible for maintaining a state of good health and for using sick leave only when properly authorized.
- 3.16.4.1.2 Eligibility for sick leave begins with the start date of the Internship Program.

No sick leave will be granted while the Intern is on a scheduled leave.

- 3.16.4.1.3 Public holiday leave will not be re-scheduled as a result of sick leave. However, the leave period can be extended in cases where sick leave is granted beyond the stipulated leave time.
- 3.16.4.1.4 Sick leaves cannot be carried over and are required to be made up for according to established processes.
- 3.16.4.1.5 When the IU has a reasonable doubt about a Nurse Intern's fitness to practice, the Chair of the CON-IU will refer the concerned Intern to the Employee Health Clinic in order to determine fitness to the practice.

#### **3.16.5 Sick Call:**

- 3.16.5.1.1 Nurse Intern is entitled for 3 sick call days during the entire period of training. Sick calls don't require written medical authorization.
- 3.16.5.1.2 Sick calls are not to exceed one (1) day per illness, and three (3) single days per Internship year.

#### **3.16.6 Maternity Leave**

- 3.16.6.1.1 A pregnant Nurse Intern under the CON Internship Program will be entitled to maternity leave for 4 weeks preceding expected date of delivery and 6 weeks after delivery.
- 3.16.6.1.2 Eligibility for maternity leave begins with the start date of the Internship Program.
- 3.16.6.1.3 No Maternity leave will be granted while the Intern is on a scheduled leave.
- 3.16.6.1.4 Public holiday leave will not be re-scheduled as a result of maternity leave.
- 3.16.6.1.5 Maternity leave cannot be carried over and is required to be made up for according to established processes.
- 3.16.6.1.6 Upon resuming internship training after a maternity leave, a Nurse Intern is entitled to be released from regular working hours on a daily basis for one (1) hour for the purpose of breast feeding her newborn child for twenty-four months (2 years) from date of delivery.

#### **3.16.7 Education Leave:**

- 3.16.7.1 A Nurse Intern is entitled for five educational leave days during the entire internship training period. The 5 days can be enjoyed divided or grouped.
- 3.16.7.2 Supporting documentation is required at time of leave application such as Saudi Nursing Licensure Examination (SNLE) Registration form, Proof of payment, and event workshop/course information.
- 3.16.7.3 Educational leaves cannot be carried over and are not required to be made up for.

### **4.PROCEDURES**

- 4.1. Public holiday schedule will be announced to participating hospitals by CON-IU upon commencement of a new intake of interns.
- 4.2. All leave requests made by CON interns must be filed directly by the concerned intern to the CON-IU utilizing Intern leave application form.
- 4.3. Section 1 of the Intern Leave Application Form will be completed by the Nurse Intern and e mailed directly to the CON-IU. Nurse Intern must copy in the email the respective Nurse Manager, Hospital Internship Coordinator and/or other key

- staff determined by the concerned CON who are involved with the training of interns.
- 4.4. Copying the concerned Nurse Manager and other key members of hospital staff in the email will eliminate the need for their signature on the form and will ascertain that the concerned Nurse Manager is aware and approves the leave request
  - 4.5. All leave requests must have the necessary supporting documents attached to it at the time of submission.
  - 4.6. When the leave is authorized and planned, Leave requests must be filed at least 30 days before the start date of the requested leave. However, when leave is unpredictable, such as in sickness and death of a family member, the leave request must be completed and filed no later than 3 days after the intern report back to work.
  - 4.7. When the Nurse Intern enjoys a leave unauthorized claiming that failure to authorize is a result of urgent situation, the leave will be reviewed by CON-IU as to the validity of circumstance. Final decision to approve such leave as authorized or not rests with CON-IU.
  - 4.8. In situation when leave request is filed after fact, the leave request must be e-mailed to the CON- IU within a maximum of three working days after returning to work.
  - 4.9. CON-IU will not consider any leave request not adhering to article 4.2 - 4.8 of this document. In such case, the request will be returned to the Nurse Intern and other concerned staff. The Intern will then reprocess and resubmit the Leave application for approval.
  - 4.10. CON-IU will notify the concerned interns and the concerned staff from the participating hospital of the status of leave approval.
  - 4.11. CON-IU and the participating hospitals will initiate and maintain an up-to-date leave record for each intern. They will also supervise effective implementation of leave planning and management as per this policy.
  - 4.12. In cases of sickness, the Nurse Intern must follow the policies and procedures of the placement site for sick leave authorization and notification of the nurse manger.
  - 4.13. A Nurse Intern who becomes ill while on, or immediately after a scheduled leave, and is unable to return to work as scheduled, must notify CON-IU and the concerned placement site as per established procedures.
  - 4.14. Participating hospital will report to the CON-IU the following:
    - 4.14.1. Notification of punctuality related issues and unauthorized absences.
    - 4.14.2. When a total leave taken by an intern exceeds 25% of a clinical rotation time.
    - 4.14.3. When a clinical rotation time is expected to be extended due to leave.
    - 4.14.4. When the total leaves taken during internship period exceeds 6 months.
  - 4.15. The CON-IU will address to the attention of the College Council individual interns' cases of those who took leaves equal or exceeding (180) days during internship training. In such case, The College Council will determine appropriate actions to take and will notify the placement accordingly.
  - 4.16. CON-IU and the participating hospital will meet prior to training completion of each intake of intern and finalize the last working days of Nurse Interns who enjoyed leaves during internship and are scheduled to make up for it.

- 4.17. For the Management of issues related to lateness and absenteeism during internship; please refer to : DPP CON-UI-05 Policy And Procedures For Disciplinary Action During Internship.

#### 5. RESPONSIBILITY

- 5.1. It is the responsibility of the CON Nurse Interns to understand and practice according to this policy.
- 5.2. It is the responsibility of CON-IU to ensure that the staff from participating hospital who are involved with interns understand this policy
- 5.3. It is the responsibility of CON interns, CON-IU management and staff, the Associate Dean for Clinical Affairs and the participating hospitals to ensure effective implementation of this policy.

#### 6. RELATED REFERENCES

- 6.1. Ministry of Education Bylaws, KSA
- 6.2. Nursing Internship Curriculum at KSAU-HS
- 6.3. Saudi Labor Law, Article 151.
- 6.4. MNGHA APP 1428-12: Infant Feeding
- 6.5. Ministry of Labor policy and regulation No. 79 I
- 6.6. The resolution of the Legal Affairs Department at the KAMC-R, Reference No. Legal/9/2006, dated January I 2006.
- 6.7. DPP CON-UI-05 Policy And Procedures For Disciplinary Action During Internship

#### 7. APPENDICES

- 7.1. Appendix I - Intern Leave Application Form

#### 8. RECOMMENDATIONS

PREPARED BY:

**DR. SITAH AL SHUTWI, PHD, RN**   
Associate Dean, Clinical Affairs, CON-R, KSAU-HS

REVIEWED BY:

**DR. MARAM AL SUBAIE**   
Associate Dean, Clinical Affairs, CON-A, KSAU-HS

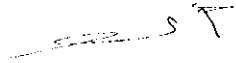
**DR. AMEL ABOUELFETTOH**   
Chairperson, Nursing Department, CON-A, KSAU-HS

**DR. WAFI BIN ALI**  
Assistant Dean, Clinical Affairs, CON-J, KSAU-HS

**DR. SHAHRAZAD TIMRAZ**  
Chairperson, Nursing Department, CON-J, KSAU-HS

**DR. ARWA AL HAMED**

Chairperson, QAAA Unit. Nursing Department, CON-R, KSAU-HS



**9. APPROVAL**

APPROVED BY:

**DR. HIND AL GHADEER**  
Dean, CON-Riyadh  
Date:

**DR. HEND AL NAJJAR**  
Dean, CON-Jeddah  
Date:

**DR. AZIZA AL SHEHAB**  
Dean, CON-Al Ahsa  
Date: