

Bournemouth University absence/sickness recording flow chart

All BSc and MSc preregistration nursing students should follow the flow chart below.

f you are absent from your practice placement

- Inform your practice placement that you will be absent by phone before your scheduled shift starts and let them know when you think you may return
- Inform the University via the HSS Placements online form
- Record your absence on the BU online Timesheet Management System (TMS)
- Inform your practice placement when you are fit to return to placement
- Consider contacting your Personal Tutor

If you are ill or absent for more than 7 consecutive days • Contact your Personal Tutor or Programme Leader to agree a plan to support you

- Record made up hours in the TMS under "Made Up Hours"
- If you have missed less than 37.5 hours you can negotiate making up hours directly with your placement area
- If you have missed more than 37.5 hours you need to discuss a plan for making up hours with your Personal Tutor which must be approved by HSS Placements before you attend placement
- You are not permitted to make up hours in weeks that you are scheduled to attend University

Making up hours