Faculty of Arts & Science:
Illness Absence Reference Guide

This guide is based on information provided by the Government of Ontario and the local Kingston Frontenac Lennox & Addington (KFL&A) Health Unit. If you are located in another area and are subject to different health requirements, please contact our office for support. For more info, please review Queen’s COVID-19 information page.

General Information

• Queen’s University strongly recommends that every person intending to live, study, or engage in in-person activities, maintain up-to-date vaccinations & boosters to reduce the risk of an interruption to their studies or access to university facilities and resources.

• **Ontario’s mandatory five-day COVID-19 isolation period is no longer required**. Please review the links above for more information on when you should stay home and for which length of time.

• **EXAM PERIOD**: The Faculty Office **DOES NOT** recommend writing exams/tests/quizzes or handing in assignments when experiencing an extenuating circumstance impacting your academic ability.

Applying for Consideration

• **If you have symptoms of any respiratory illness/if you have a fever/if you have gastrointestinal symptoms**, you have the following options to submit a request:
  
  o Every student can submit one request without documentation per semester, **up to a maximum of 3-days**. Please follow the directions outlined in our Short-Term (without documentation) video tutorial. **Not available during an exam period.**

  o Short-term requests can be submitted with supporting documentation, **up to a maximum of 3-days**. Attestation Forms can support this request (see below). Please review the Short-Term Requests (with documentation) video tutorial for more info.

  o **OUR OFFICE DOES NOT RECOMMEND SUBMITTING A LONG-TERM REQUEST IF YOU HAVE COVID/INFLUENZA/COLD SYMPTOMS.** Should a student **choose** to submit a long-term request, **medical documentation will be required** to support the request. For more information, please review the Long-Term Requests video tutorial.
    
    o Due to the time-sensitive nature of documentation, long-term requests pertaining to these absences must be submitted within 11-days of the onset of symptoms.

Supporting Documentation

• **We do not accept someone else’s health information to support requests.**

• If you need documentation to support a request, you may use one of the following options:
  
  o **Attestation Form** – See “Supporting Documentation” section for instructions on obtaining a form. **NOTE**: Can only support short-term requests for consideration up to 3-days.

  o Medical documentation (ie: a doctor’s note, a PCR test) - **if you already have access to it.**

• If our team requires new documentation to support your request, you will be contacted via email. Please follow the “**Adding Documentation to an Active, Open Request**” video tutorial.

Further Information

• All requests and supporting documentation are reviewed by the Faculty Office.
  
  o Requests for Academic Consideration should be made as soon as the student’s need is apparent. Delays may limit the Consideration options available to you.

  o Short-term requests are automatically approved, and our team will contact you within 2 business days if further follow-up is required.

  o Long-term requests can take up to 6 business days to be verified. Once completed, the Faculty Office will notify you of your next steps and confirm the timeline of your request with your instructor(s).

• If you have additional questions **AFTER** reading this guide in full, please speak with a member of our team using one of the following methods:
  
  o **Zoom Office Hours**, which run Tuesdays from 2:00 – 3:30pm and Thursdays from 10:30am – 12:00pm

  o You can also contact our office at **asc.consideration@queensu.ca**. **Correspondence may take up to 3 days to receive a reply.**