

# Creighton UNIVERSITY

<b>School of Medicine Neurology Residency Training Program</b>	1 of 5	<b>Implementation Date</b>	10/2019
		<b>Last Reviewed/Update Date</b>	04/2024

## **Standard Operating Procedure: Leave Policy**

### **1. Purpose**

In compliance with the ACGME Institutional and Common Program Requirements, it is the goal of Creighton University to outline the types of leave available to the residents of the Creighton University Neurology Residency Program.

### **2. Scope**

This policy applies to all Residents participating in the Creighton University Neurology Residency Program.

### **3. Leave Provided**

Here is a list of common leave types available for HSP. Please refer to your employment contract for a complete list of available leave:

Family Medical Leave Act Qualifying Event  
Vacation  
Sick  
Election Duty  
Jury Duty  
Educational Leave  
Bereavement Leave  
Parental Leave  
Holiday Leave  
Unpaid Leave (must be approved by the DIO)

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#### **4. Responsibilities**

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The Resident(s) are responsible for informing their Program Director, Program Coordinator, and any faculty member on their rotation block of their anticipated absence.

It is the responsibility of the Resident to provide a minimum of a 60-day notice on any applicable leave.

Vacation and Educational Leave are both required to be approved by the Program Director, Program Coordinator and Chief Resident. Leave without proper approval will not be granted. Residents should not make any type of planning (purchasing airfare, hotels, or registration) prior to approval.

In the event of an approved absence, it is the responsibility of the Resident(s) to find a suitable backup for their scheduled time and to notify the Program Director and Program Coordinator of the selected person. This backup individual will be added to the absentee's Leave Form.

Half-days are permitted to residents that intend on taking 4 hours or less to attend a healthcare appointment or interview. Half-days will only be permitted to those that give a minimum of 24-hour notice to the Program Director, Program Coordinator, and faculty of rotation.

Additionally, the Residents are required to set up an out-of-office automatic reply to their Epic and email accounts to notify colleagues and stakeholders about their absence and provide contact information for the designated backup during the specified period of leave. Please use the template below.

“I am currently out of the office on leave and will not be available to respond to my messages until my return, [Projected Return Date].

If your matter is urgent and requires immediate assistance, please contact [Alternative Contact Person] at [Alternative Contact Person's Email & Phone]. They will be able to provide support in my absence.”

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## 5. Procedure

A leave form is to be completed and provided to Program Coordinator 60 days in advance of requested dates. Leave types that are applicable are:

- Vacation Leave
- Parental Leave
- Educational Leave
- Interview Leave

The Program Coordinator will enter the leave into New Innovations once appropriate approvals have been received.

Leave types that notice cannot be provided for will be handled at that time. Residents are required to notify the proper parties (Program Director, Program Coordinator, Chief Residents, and faculty members) immediately in these situations. The types of leave that applies are:

- Sick Leave
- Bereavement Leave
- Election Duty / Jury Duty

A leave form must be submitted by the resident the first day back to work from any unanticipated leave as listed above.

Leave of any type will not be permitted during the week of the in-training exam. These dates can be found on the RITE exam's webpage and is posted years in advanced.

Extended amounts of leave during the residency can hinder an individual's eligibility to sit for the board.

## 6. Definitions

**Leave Days:** The days that count towards leave banks are defined as all weekdays that are not Holidays.

**Holidays:** The days designated as holiday under federal, state or local law.

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**Immediate Family:** Spouse or civil union partner, children (biological, step, adopted, foster and any other child for whom the HSP stands in loco parentis) parents (biological, step, adopted, in-law, and civil union partner's parents), and siblings (biological, adopted, and step) and grandparents (biological, step, adopted, in-law and civil union partner's grandparents).

### **Half-Days**

Half-days do not count towards leave banks and are only used for healthcare appointments and interviews. These half days can only be used in increments of 4-hours or less. Any usage of more than 4 hours will require the use of the appropriate leave type. Half-days require notice and without proper notice the resident(s) will forfeit a vacation day. Notice of a half day will be required 7 days in advanced and to be sent to the Program Director, Program Coordinator, Chef Resident, and rotating faculty. Notification will require anticipated leave time and return time.

### **Holidays**

Federal, state, or local Holidays are part of an assigned work week and not guaranteed as a day off from service. If a Resident is assigned to cover the clinical service on a Holiday, there is no compensatory day off to make up for that assignment. Holidays do not need to count as a leave day but if a Resident's leave occurs either before or after a Holiday, the program director is not obligated to give the Resident the holiday off from service.

### **Unpaid Leave**

Unpaid leave is not allowed except in extreme circumstances. The decision to grant unpaid leave can only be made by the Designated Institution Official. The request must come from the Program Director or from the Resident after documented conversation with the Program Director. The Designated Institution Official's decision will be made after input from Human Resources and is not appealable. In the event unpaid leave is granted, paid leave must be exhausted prior to utilizing unpaid leave. Benefits are not available to the HSP during unpaid leave. A Resident with unpaid leave exceeding six months will be terminated and required to reapply for admission to their residency or fellowship program should they wish to resume their GME training. Unpaid leave in excess of six months also requires notification of the specialty boards of an interrupted training period.

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Please refer to the House Staff Agreement Contract and to the Program Director for additional program specific ACGME requirements for leave and eligibility for board testing.

### **University Closed Days**

Days in which Creighton University is closed are part of an assigned work week and not a day off from service for Residents. If a Resident is assigned to cover the clinical service on a closed day, there is no compensatory day off to make up for that assignment.

### **7. References**

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Creighton University Policy  
House Staff Agreement  
Institutional ACGME  
Requirements