

Creighton UNIVERSITY

School of Medicine Psychiatry Residency & Child Psychiatry Fellowship Training Program	1 of 2	Implementation Date	11/1/2022
Psychiatry & Child Psychiatry SOP for Leave		Last Reviewed/Update Date	9/6/2023

Standard Operating Procedure: Leave for Psychiatry & Child Psychiatry

1. Purpose –

See Creighton GME Institutional Policy “Leave”

<https://www.creighton.edu/medicine/residencies-fellowships/residencies-fellowships-omaha/graduate-medical-education-office/policies>

2. Scope –

This SOP applies to all Creighton University Psychiatry & Child Psychiatry residents and fellows.

3. Responsibilities –

- It is the resident’s responsibility to discuss any leave time with the program to ensure that training requirements are not adversely affected, which may extend their residency training period.
- Depending upon the time taken off per rotation, residents should understand they may not get credit for that rotation, and this may affect their completion date and board eligibility.
- Residents and Fellows are responsible for completing the Leave Request Form.

4. Procedure –

In the event of an emergency or unanticipated sick leave, all residents must notify hs-psychleave@lists.creighton.edu email regarding the nature of illness or emergency and the approximate number of days they will be absent. This email goes to the Program Coordinator (PC). Depending on what service the resident is on, the resident will copy the attending, clinic director, and clinic coordinator on the email communication as well. The resident is responsible for notifying the respective clinical sites as soon as they realize a sick day is needed:

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- **Inpatient services:** Attending and any co-residents on service should be called/text/paged first-thing in the morning.
- **Clinical services:** Clinical director, clinic supervisor, and scheduler should be notified as early as possible to give them time to reschedule patients. Residents must follow specific protocol with regards to the way the clinic staff is notified.
- **Other services:** Notify the primary person in charge in the morning.

If the resident is on call, they are responsible for finding a co-resident to cover for them. A doctor's note is required to return to work after 3 or more sick days in a row.

In the event of a prearranged doctor's appointment or medical procedure, all residents must complete the Leave Request Form. The form should be received by the Program Coordinator (PC) a minimum of 30 days prior to the date of desired time-off (outpatient Clinics prefer 60 days' notice when possible). Urgent visits do not require 30 days' notice.

If the resident has leave time available and has made the request within the appropriate timeline, and the PD/PC has approved it, leave is granted. The resident will submit the Leave Request Form to hs-psychleave@lists.creighton.edu. PC will verify availability of dates and leave balance. The resident will meet with the Program Coordinator (PC) to confirm that the leave has been approved.

If there are any concerns about a resident's performance, the Program Director may withdraw approval for and/or restrict the resident's moonlighting activities.

Prior to the start of the academic year, trainees will be asked to submit **15 vacation days** for the entire year by June 1st. The remaining vacation days can be scheduled intermittently throughout the year, adhering to the stipulations set forth in this SOP.

Vacations will be granted on a first come, first-serve basis, and no more than two (2) trainees will be granted vacation leave on the same rotation at the same time. It is the trainee's responsibility to find service coverage if he/she is on a service requiring coverage. Service coverage must be communicated via email to the PD and PC at least three business days in advance.

If the resident has leave time available and has made the request within the appropriate timeline,

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leave is granted and does not require the approval of the attending physician/service. The resident will be copied on the email thread sent by the PC to the corresponding site. This will serve as confirmation that the leave has been approved.

Approval for requests not made in the appropriate timeline will be left up to the PC, PD, and an attending physician's discretion. Exceptions may be granted for extenuating circumstances.

- Vacation is defined as Monday thru Friday. You are not charged vacation on weekends unless you are required to work and are unable to find overage for the service.
- Residents are not permitted to have more than two-weeks of continuous vacation. Only one-week off per rotation is allowed. If a resident wants to take two weeks of vacation, the two weeks must NOT be from the same rotation but should overlap two rotations. If you are on a rotation that spans 2 months or more, you may take the full 2 weeks in one month but must maintain the ratio of 1 week off per 1 month working.
- You must work at least half of the days in each rotation to get full credit for that rotation. If you work less than half of the rotation, you will be required to repeat the rotation. This may result in extension of training.
- If more than one resident is assigned to a rotation, residents may not be gone at the same time. If there is more than one request, permission will be granted to the resident making the request first.
- All vacation requests must be processed through the Program Coordinator's office using the completed Leave Request Form submitted by the resident. When submitting vacation requests, include ALL dates you are unavailable (i.e., weekends, travel time, etc.) and the name of the resident covering your clinical services in your absence.
- In the PGY3 year, inbox coverage must be clearly designated and communicated to your clinic staff.
- During the Internal Medicine inpatient month rotation at the VA hospital, due to logistical and scheduling reasons, NO vacation time will be granted.
- Residents who need to take leave to attend fellowship or job interviews should request vacation time if the interview will cause you to miss more than one half-day of work. If the interview is less than one half-day, the resident should arrange with their rotation to be excused for the interview time only and return to the rotation afterward.
- **PGY4 class should reserve 5 vacation days for the end of the academic year** to allow for transition to practice or fellowship. You are not allowed to take time-off beyond the allotted vacation days as outlined in your employment contract. Sick days may not be used at the end of the academic year to be dismissed early from your program. You must have sufficient vacation balance available to cover any days absent from training

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otherwise you would be considered in breach of your contract.

Extension of Training

A resident may take up to **50 total days** of leave in an academic year without having to extend the length of their training experience. Absence from the program for paid or unpaid leave including vacation, sick leave, FMLA, or parental leave must not exceed 50 total days per academic year. Education leave is separate.

Residents who take more than 50 total days of leave in an academic year may have time added to the end of their training. The extension of training beyond September 30th of their final year of training will preclude them from taking the ABPN board certification exam in the Fall of that academic year. The extension of training for any resident will be reviewed and approved by the Clinical Competency Committee (CCC).

5. References –

See Creighton GME Institutional Policy “Leave”
<https://www.creighton.edu/medicine/residencies-fellowships/residencies-fellowships-omaha/graduate-medical-education-office/policies>

6. Definitions –

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