

Policies and Procedures

<i>Section:</i> School of Medicine		<i>NO.</i>				
<i>Chapter:</i> Endocrinology Fellowship	<i>Issued:</i> 7/1/2017	<i>REV. A</i> 1-7- 2019	<i>REV. B</i> 1-31- 2019	<i>REV. C</i> 10/17/2019		
<i>Policy: Departmental Leave Policy</i>		Page 1 of 4				

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 and fellows of Creighton University. The Creighton University Graduate Medical Education Leave Policy was developed to serve the best interests of the individual resident, the resident's colleagues and serve the mission of the School of Medicine.

SCOPE

This policy applies to all Creighton University **Endocrinology fellows**.

POLICY

The following leave is outlined below, along with a link to access Creighton University policy.

The leave is outlined below and in accordance with Creighton University policy.

General leave time policies (vacation, sick, education, other) can be found in the GME House Staff Handbook. This document addresses program-specific practices for the Endocrinology Fellowship.

Requesting Leave:

Fellows must notify the program coordinator of all scheduled absences in advance of the absence and within the week of an unexpected absence. Vacation leave requests should be submitted to the program coordinator prior to July 1. Other leave requests should be requested at least 2 months in advance, if possible. The program coordinator contacts the fellow and/or Program Director if conflicts are noted. If there is more than one fellow who want the same time off, the request will be granted on a first come, first serve basis. **Fellows are responsible for completing a fellowship leave request form for all absences.** Signed leave request forms should be turned into the program coordinator as soon as they have been signed by the Program Director.

Leave Time Duty Hour Reporting:

The GME office requires accurate tracking and monthly reporting of fellow hours by the Program Coordinator with monthly approval by the Program Director. ***Fellow cooperation with timely leave requests and accurate duty hours reporting of leave time is essential.***

Policies and Procedures

<i>Section:</i> School of Medicine		<i>NO.</i>				
<i>Chapter:</i> Endocrinology Fellowship	<i>Issued:</i> 7/1/2017	<i>REV. A</i> 1-7- 2019	<i>REV. B</i> 1-31- 2019	<i>REV. C</i> 10/17/2019		
<i>Policy: Departmental Leave Policy</i>		Page 2 of 4				

In general:

- The Program Coordinator is responsible for tracking leave time.
- The fellow is responsible for completing the Fellowship Leave Request Form and notifying the rotation attending and clinic manager of absences.
- **At least two months advance notice for planned leave time is requested.**
- Vacation, education, and other scheduled leaves may not be approved during the same month unless there are extenuating circumstances approved by the Program Director.
- Fellows can take a **maximum of 2 weeks** vacation, education, or other scheduled leave during any one month.
- Fellows **may not take more than 2 weeks** total leave time on the Floors rotation.
- If leave is taken during the Floors rotation, coverage by another fellow must be arranged and the signature of the covering fellow is required on the Fellowship Leave Request Form.
- Refer to the GME policy for specific amount of days. **(Reminder: Fellows/Residents do not get paid holiday days off, you must use your vacation days to take a holiday off.)**
- Vacation and education days will not be used for weekend absences except in the following situation: Fellows assigned to the Floors rotation are expected to cover 2 weekends during the month. If leave is taken during the Floors rotation and the fellow does not cover 2 weekends, leave time will be used for up to 2 weekends before and/or after leave dates to cover missed weekends.
- In the case of extenuating circumstances, a fellow can petition the Program Director via e-mail to review and approve an exception to a program-specific leave practice. Exception requests and approvals must be copied to the Division Chief's assistant and the Program Coordinator.
- Leave time for jury duty, bereavement, family medical leave, etc. is granted in accordance with University and GME policies (refer to House Staff Agreement). Any extended leave time that is granted through human resources, will result in an extension to the fellow's completion date of their fellowship by the equivalent time of the extended leave that was used.
- Only one fellow may take vacation at a time. We will not approve two or more fellows off at the same time for vacation. An exception will be made for attending an Endocrine Conference.
- **Board requirements**
It is the fellow's responsibility to discuss any leave time with the program leadership (the program director [PD] and/or program coordinator [PC]) to ensure that training requirements are not adversely affected, which may extend their fellowship training period. For additional information regarding the American Board of Internal Medicine policies related to Leave of Absence and Vacation for Board Eligibility, please visit the ABIM General Policies at:

<https://www.abim.org/certification/policies/general/special-training-policies.aspx>

Education Leave

- Refer to Educational Leave Policy or House Staff Agreement.
- Fellows are encouraged to attend and give presentations at national meetings. Fellows are strongly encouraged to apply for travel grants if they are available.

Policies and Procedures

<i>Section:</i> School of Medicine		<i>NO.</i>				
<i>Chapter:</i> Endocrinology Fellowship	<i>Issued:</i> 7/1/2017	<i>REV. A</i> 1-7- 2019	<i>REV. B</i> 1-31- 2019	<i>REV. C</i> 10/17/2019		
<i>Policy: Departmental Leave Policy</i>		Page 3 of 4				

- Additional education leave requests to present at national meetings will be considered on a case-by-case basis by the Program Director. However, fellows may request vacation leave in place of education leave if education days exceed the number allocated per academic year.
- Education leave on the VA rotation requires prior approval by a VA representative (refer to Leave Time on the VA Rotation). ***When on VA Rotation and extra form Educational leave must be filled out and signed off by the appropriate VA personnel at least 4 weeks prior to the leave.***
- Education leave can only be used for the purpose of direct learning for the fellowship program, ex. Endo conferences when presenting a poster or abstract; another learning institution to obtain knowledge on procedures not offered through our program, and at the discretion of the program director.
- Educational leave may not be used for mission trips or alike.

Sick Leave

- Refer to GME Leave Policy or refer to House Staff Agreement.
- Scheduled sick leave requires advance notice to the program coordinator and program director and falls under the same guidelines as vacation, education, and other scheduled leave.
- In the event of unscheduled sick leave, the fellow is responsible for notifying the rotation attending, clinic manager, program coordinator and program director. Upon return to work or as soon as possible, the fellow needs submit a leave request form to the program coordinator.
- Fellows are responsible for notifying, in writing, the Program Director and Coordinator when an extended sick or other leave is anticipated or becomes apparent and will follow FMLA guidelines.
- Sick leave time is not necessary for short duration doctor appointments or tests as long as the fellow does not miss an assigned clinic or education program. If the fellow is absent from an assigned clinic or education program, notification is required in writing to the program coordinator and program director and sick time will be used for the absence.

Interview Leave Days

- Refer to House Staff Agreement or contract for allotment of time.
- Interview days must be approved by the program director only.
- Valid documentation of a scheduled interview is required in order to receive any time off for the interview.
- Notification and coverage of scheduled clinics and rotations must be obtained before the leave request is approved.
- Interview days are tracked by the program coordinator in New Innovations.

REFERENCES

<https://www.abim.org/~media/ABIM%20Public/Files/pdf/publications/certification-guides/policies-and-procedures.pdf>

Creighton University Policy

House Staff Agreement Contract

Policies and Procedures

<i>Section:</i> School of Medicine		<i>NO.</i>				
<i>Chapter:</i> Endocrinology Fellowship	<i>Issued:</i> 7/1/2017	<i>REV. A</i> 1-7- 2019	<i>REV. B</i> 1-31- 2019	<i>REV. C</i> 10/17/2019		
<i>Policy: Departmental Leave Policy</i>		Page 4 of 4				

AMENDMENTS OR TERMINATION OF THIS POLICY

Creighton University reserves the right to modify, amend or terminate this policy at any time.

The GME policy supersedes all program level policies regarding this area/topic. In the event of any discrepancies between program policies and the GME policy, the GME policy shall govern.