

## **Policies and Procedures**

<b>Section:</b> <b>School of Medicine</b>		<b>NO.</b>				
<b>Chapter:</b> <b>Department of Family Medicine Residency</b>	<b>Issued:</b> <b>10/1/2019</b>	<i>REV. A</i>	<i>REV. B</i>	<i>REV. C</i>		
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### **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 **Department of Family Medicine Residents**.

### **POLICY**

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

The Department of Family Medicine allows five (5) consecutive work days and one weekend of leave time per month (excluding sick leave) on all rotations with the exception of the following rotations: first month of PGY-1 month of Family Medicine Inpatient, Surgery Inpatient, the first month of OB, Pediatric Inpatient, Cardiology, ICU, Family Medicine Supervising months, and all two-week rotations. Leave requests are not granted during these months.

Time away from the residency program for educational purposes, such as workshops or continuing medical education activities, are not counted in the general limitation on absences but should not exceed 5 days annually.

Up to 10 days leave may be taken from Family Medicine Inpatient for PGY1 or PGY2 Residents. Up to 5 days leave may be taken from Family Medicine Inpatient for PGY3 Residents.

Combining vacation, holiday and/or educational leave is allowed as long as it does not exceed our leave policy of five (5) consecutive work days and one weekend of leave time per month.

Residents are expected to perform their duties as resident physicians for a minimum period of eleven months each calendar year. Therefore, absence from the program for vacation, illness, personal business, leave, etc., must not exceed a combined total of one (1) month per academic year. Vacation periods may not accumulate from one year to another. Annual vacations must be taken in the year of the service for which the vacation is granted. No two vacation periods may be concurrent (e.g., last month of the G-2 year and first month of the G-3 year in sequence) and a resident does not have the option of reducing the total time required for residency (36 calendar months) by relinquishing vacation time.

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### **Extension of Training**

American Board of Family Medicine Requirements:

Absence from your program for vacation, illness, personal business, leave, etc., must not exceed a combined total of one month each academic year. ABFM defines one month as 21 working days or 30 calendar days.

Vacation periods may not accumulate from one year to another. Annual vacations must be taken in the year of the service for which the vacation is granted. No two vacation periods may be concurrent (e.g., last month of the PGY-2 year and first month of the PGY-3 year in sequence), so that disruptions in continuity of care are limited. Reducing the total time required for residency (36 calendar months) may not occur by relinquishing vacation time.

Time away from your residency program for educational purposes, such as workshops or continuing medical education activities, is not counted in the general limitation on absences but should not exceed five days annually.

Any time taken off without prior proper notification and approval will result in time off without pay or benefits. An unexcused absence of three days during the residency program could result in immediate termination from the program.

Residents are responsible for completing the Leave Request Form for all requested leave.

### **REFERENCES**

**American Board of Family Medicine**, <https://www.theabfm.org/cert/absence.aspx>

Creighton University Policy

House Staff Agreement Contract

### **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.*