

Policies and Procedures

<i>Section:</i> School of Medicine		<i>NO.</i>		
<i>Chapter:</i> Graduate Medical Education	<i>Issued: DATE</i> 10/2015	<i>REV. A</i> 2/2017	<i>REV. B</i> 10/2021	<i>REV. C</i>
<i>Policy: Leave Policy</i>		<i>Page 1 of 4</i>		

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 residents and fellows and their respective programs.

POLICY

All GME Programs must have a policy on Leave of Absence, and all such policies must be consistent with the GME Institutional Policy. Program Directors must approve all leaves of absence. All leaves of absence must be reported in New Innovations within 30 days of the planned absence. Any leave of absence resulting from a Disciplinary Action, an Administrative Leave, or any leave requiring an extension of the training period must be reported to the Designated Institutional Official (DIO) or the Assistant Dean for GME (ADGME).

Paid time off for residents and fellows will be encouraged for the purpose of increasing the personal well-being of the house staff member. Programs may reserve the right on the times of the year when paid time off can be taken. Paid time off for personal days, meeting times, or holidays will be at the discretion of the program director and may be affected by the assigned rotation and subspecialty Board certification requirements. Time off and holiday assignments may be affected by agreements with rotation hosts (department or hospital systems) for off-service, off-site, or away rotations.

In the case of a stated hospital or regional emergency that meets criteria in the Substantial Disruptions in Patient Care Policy, urgent professional responsibilities may cancel previously arranged paid time off.

It is recognized that rotations do not follow a 40-hour work week. It is also recognized that certain blocks of time make up for extended hours, or are irregular, based on the learning experience schedule. The amount of time that will be charged for leave will be equivalent to the amount of residency credit given for that time taken and does not relate to total hours worked. It is not an allowable practice to charge more leave if a week is an 80-hour week or charge less leave if a block of time does not add up to 40 hours due to shift work.

American Board of Medical Specialties

In order to meet the educational requirements for each resident, it is necessary to consult the American Boards of each specialty to determine the maximum leave allowed for a resident to remain Board eligible. Some Boards clearly state the maximum time allowed for leaves; some have no specific policy; others defer to the program director. Therefore, each Board must be consulted in order to determine if makeup time is required. Each program must have a statement in their program leave policy clarifying their individual specialty Board requirements as it relates to board eligibility and leave.

Make Up Time

For a leave of absence that extends beyond the maximum allowed by the specialty Board, the program has the responsibility to see that the best interest of the educational program, as well as the interest of the resident is

Policies and Procedures

<i>Section:</i> School of Medicine		<i>NO.</i>		
<i>Chapter:</i> Graduate Medical Education	<i>Issued: DATE</i> 10/2015	<i>REV. A</i> 2/2017	<i>REV. B</i> 10/2021	<i>REV. C</i>
<i>Policy: Leave Policy</i>		<i>Page 2 of 4</i>		

served. In order to assure the highest quality education, the program may decide that making up absent time would not be satisfactory. The DIO or ADGME should be consulted in these situations. However, potential problems involving makeup time do not grant the program director the authority to deny military, election/jury duty or FMLA leave to someone lawfully entitled to it.

Any makeup time that is required will be scheduled with an effort to best accommodate the needs of the resident, but makeup time cannot be guaranteed. When makeup time is scheduled, the resident ordinarily will be required to make up the absent time at the end of the academic year in which the absence occurred. This makeup time will necessarily delay the beginning of each of the resident's subsequent academic years by an amount equal to the makeup time. In effect, the resident's senior year will extend beyond June 30 by an amount equal to the makeup time. Any required makeup time will be paid and all fringe benefits provided. It should be noted that recurring duties such as number of call days should not be accrued for a resident on extended leave (more than 2 consecutive weeks leave; the resident should not have to pay back those types of duties when they return.)

Family and Medical Leave

Family and Medical Leave is governed by Creighton policy, found at:

<https://www.creighton.edu/fileadmin/user/GeneralCounsel/docs/2.2.14. Family and Medical Leave - rev 8-21-13.pdf>.

Funeral Leave

Funeral Leave is governed by Creighton policy. Please see Human Resources for more information or go to:

<http://www.creighton.edu/hr/employeeresources/handbook/timeoff/> and click on Funeral Leave.

Election Duty/Jury Duty

Absences required for election duty or jury duty are governed by Creighton policy. Please see Human Resources for more information or go to: <http://www.creighton.edu/hr/employeeresources/handbook/timeoff/> click on Election Duty / Jury Duty.

Leave of Absence

Unpaid leaves are not allowed. Under extraordinary circumstances, exceptions may be granted solely at the discretion of the DIO.

Military Leave

Military Leave is governed by Creighton policy and subject to USERRA, a federal law protecting the rights of employees with military duty. Please see Human Resources for more information or go to:

<http://www.creighton.edu/hr/employeeresources/handbook/timeoff/> and click on Military Leave. Please refer to your Program Director for program specific ACGME requirements for leave and eligibility for board testing.

Holiday Leave

Please refer to the House Staff Agreement Contract.

Vacation Leave

Policies and Procedures

<i>Section:</i> School of Medicine		<i>NO.</i>		
<i>Chapter:</i> Graduate Medical Education	<i>Issued: DATE</i> 10/2015	<i>REV. A</i> 2/2017	<i>REV. B</i> 10/2021	<i>REV. C</i>
<i>Policy: Leave Policy</i>		<i>Page 3 of 4</i>		

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

Educational Leave

House Staff will be provided with up to five days of educational leave in each year. It will be at the Program Director's discretion to determine the amount of time acceptable for educational leave requested. Any educational leave requires approval of the Program Director. This time shall be in addition to the vacation allotment and shall not exceed five days. House Staff should refer to the training program's procedures on educational and scholarly activities and to your Program Director for program specific ACGME requirements for leave and eligibility for board testing.

Educational leave can be used for board review courses, presentations and attendance at international, national, and regional meetings. Educational leave cannot be used for independent study days (i.e. days to study at home or within a group) or to supplement vacation.

Parental Leave

The House Staff member must initiate the parental leave process by submitting all required paperwork through Creighton's Leave Management team. A copy of the WH-382 Designation Notice must be provided to the Program Coordinator 60 days prior to your requested leave date.

House Staff members who have been employed by Creighton University for less than one year are ineligible for Parental Leave.

Unpaid Leave

Unpaid leave is not allowed. In extreme circumstances it may be granted by the Designated Institutional Official. This decision from the DIO and ADGME is not appealable.

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

Sick Leave

Please refer to the House Staff Agreement Contract and to your Program Director for program specific ACGME requirements for leave and eligibility for board testing. House Staff do not accumulate sick leave credit, and no additional compensation will be paid for unused sick leave. Unused sick leave will not be paid upon termination of training program for any cause.

Appeal Process

If there is a discrepancy between the House Staff and the Program regarding the amount of days for board eligibility, decision will be made at the discretion of the DIO.

Interview Days

Interview leave is no longer allowable and will only be available to House Staff members who are in their current

Policies and Procedures

<i>Section:</i> School of Medicine		<i>NO.</i>		
<i>Chapter:</i> Graduate Medical Education	<i>Issued: DATE</i> 10/2015	<i>REV. A</i> 2/2017	<i>REV. B</i> 10/2021	<i>REV. C</i>
<i>Policy: Leave Policy</i>		<i>Page 4 of 4</i>		

program prior to 7/1/2021. Any House Staff members who join a residency or fellowship training program after 7/1/2021 will not be eligible for this benefit.

Ten days of interview leave will be provided to the house staff over the residency and/or fellowship training period. The resident must submit a leave request form and obtain approval from the program director prior to taking time off for interviews. The Program reserves the right to request confirmatory information regarding the interview time used. Interview leave may not be used as an extension to vacation, sick, educational, and/or any other type of leave. Interview leave will not be paid out at the end of the training period. Interview leave may not be taken when on rotation outside of Creighton.

REFERENCES

Creighton University Policy
House Staff Agreement Contract

AMENDMENTS OR TERMINATION OF THIS POLICY

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

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

Reviewed and Approved By:

Phx GEC: September 13, 2021

Omaha GEC: September 10, 2021

Exec GMEC: October 11, 2021