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 **Interventional Cardiology fellows**.

POLICY

It is the fellow's responsibility to discuss any leave time with the program to ensure that training requirements are not adversely affected, which may extend their fellowship training period. Depending upon the time taken off per rotation, fellows should understand they may not get credit for that rotation, and this may affect their completion date and board eligibility.

For additional information regarding the American Board of Internal Medicine policies, please follow the link in the References section below.

SICK

In the event of illness, all fellows must personally notify the Program Director or Program Coordinator regarding the nature of the illness or emergency and approximate number of days they will be absent. We will notify the appropriate services. If you are scheduled for weekend duty and you are gone because of illness or an emergency, please make reasonable effort to inform the Program Director and Program Coordinator. If you are unable to make contact with them, you must notify the Program Director and Program Coordinator the next working day.

- For a serious health condition that makes the employee unable to perform the employee's job.
- To care for the employee's spouse, son/daughter, or parent who has a serious health condition.
- For incapacity due to pregnancy, prenatal medical care or childbirth, or.
- To care for the employee's child after birth, or placement for adoption, or foster care

VACATION

Leave request forms are available in the Program Coordinator's office and must be completed a minimum of 60 day prior to the date of desired time off. Any requests coming into the office after the deadline will be left up to the PC's discretion. The PC checks to ensure the availability of the dates requested and then submits the form to the Chief Fellow for their approval and then to the Program Director for final approval. Vacation guidelines are as follows:

a) Vacations should generally be limited to one week at a time and may not necessarily include both weekends. Fellows will not be permitted to have more than two weeks of continuous vacation. Fellows may not be gone during certain programs (For example: the Vincent Runco Jr. Visiting Scholar Program, fellow orientation, in-service exam, fellows farewell dinner, or other times as specified by the Fellowship Program Director).

b) Requests for time off must be submitted 60 days prior to the requested time off.

c) ALL vacation requests must be processed through the Program Coordinator's office. When completing vacation requests, include ALL dates you are unavailable (i.e., weekend unavailable, travel time, etc.).

d) Travel arrangements may not be made until final leave approval has been received. When an emergency arises and notification cannot be given in advance, the fellow still has to contact the Program Coordinator. Any fellow gone from a rotation WITHOUT notifying the required personnel will lose a DAY OF VACATION and may face disciplinary action. This will be enforced.

OUT-OF-TOWN EDUCATIONAL CONFERENCES

ALL educational leave requests must be processed through the Program Coordinator's office. Leave request forms are available in the Program Coordinator's office and must be completed a minimum of 60 day prior to the date of desired time off. When completing conference requests, include ALL dates you are unavailable (i.e., weekend unavailable, travel time, etc.). The Program Coordinator checks to ensure the availability of the dates requested and then submits the form to the program director for approval and then to the division chief for final approval. Educational leave guidelines are as follows:

a) No attendance for out-of-town educational conferences will be granted during the last two weeks of June or during the month of July.

b) Fellows may not be gone during certain programs (For example: the Vincent Runco Jr. Visiting Scholar Program, fellow orientation, in-service exam, fellows farewell dinner, or other times as specified by the Fellowship Program Director).

c) Travel arrangements may not be made until final leave approval has been received.

Fellows may be able to attend additional educational conferences when they are presenting papers. If the fellow has used their five educational leave days, they will be required to use vacation for the day(s) attending the conference.

Please see the Fellowship's Funds Policy for additional information.

REFERENCES

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