

Policies and Procedures

<i>Section:</i> School of Medicine		<i>NO.</i>				
<i>Chapter:</i> Neurology	<i>Issued:</i> 10/25/19	<i>REV. A</i>	<i>REV. B</i>	<i>REV. C</i>		
<i>Policy: Departmental Leave Policy</i>		<i>Page 1 of 3</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 Department of Neurology Residency Training Program.

POLICY

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

VACATION

Neurology residents receive four weeks of vacation per year. Whenever possible all vacation/time off requests must be scheduled annually in advance, the request should be delivered in a written notice at least 60 days in advance of the beginning of the scheduled time off. All vacation requests must be approved by the Program Director. If any conflicts in scheduling arise, the Program Director will ultimately be responsible for resolving schedule conflicts. The residents will be expected to take no more than two weeks of vacation during a 4-week rotation. No scheduled leave will be approved in the first two weeks of July or the last two weeks of June except for the graduating residents

CANCELLATION OF CLINIC

Any changes to resident's clinic should only be made at least four weeks in advance. Residents clinic should be canceled only in the event of an emergency. If a resident request that his/her clinic be rescheduled for any reason other than a true emergency, the residency program director must be notified and must approve the schedule change. The resident needs to take an active part in rescheduling the patients, working collaboratively with the scheduling office staff, and should open a non-clinic day to reschedule patients if necessary.

SICK

In the event of illness, all residents must personally notify the Program Director (PD) and the Program Coordinator (PC) regarding the nature of the illness or emergency and approximate number of days they will be absent. If the PD & PC are unavailable, the service should be notified. PD and PC will notify the appropriate services and will make every effort to provide alternative coverage. If the resident is scheduled for weekend duty and they are gone because of illness or an emergency, they must make a

Policies and Procedures

<i>Section:</i> School of Medicine		<i>NO.</i>				
<i>Chapter:</i> Neurology	<i>Issued:</i> 10/25/19	<i>REV. A</i>	<i>REV. B</i>	<i>REV. C</i>		
<i>Policy: Departmental Leave Policy</i>		<i>Page 2 of 3</i>				

reasonable effort to inform the PD and PC. If the resident is unable to contact them, they must notify the PD and PC the next working day.

EDUCATIONAL LEAVE

Neurology residents have up to one week of educational leave per academic year. In general, residents will not be allowed to go to out-of-town conferences the last two weeks of June and the month of July.

If a resident has used their allotted education leave days, they will be required to use vacation for the day(s) attending the conference.

ALL educational leave requests must be processed through the Program Coordinator's office. 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.

- a) Educational leave will not be granted unless the resident is presenting a research paper/poster.
- b) No attendance for out-of-town educational conferences will be granted during the last two weeks of June or during the month of July.
- c) Travel arrangements may not be made until final leave approval has been received.
- d) Leave request form available on home page of New Innovations must be completed in full, signed and submitted to the Program Coordinator.

BOARD REQUIREMENTS

The ABPN recommends that all programs allow a minimum of four weeks of leave time (including vacation, sick time, maternity/paternity leave, etc.) during training per year. These four weeks should be averaged over the four-year training period. Leave or vacation time may NOT be used to reduce the total amount of required resident training or to make up deficiencies in training.

<https://www.abpn.com/become-certified/>

REFERENCES

<https://www.abpn.com/become-certified/>

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.

Policies and Procedures

<i>Section:</i> School of Medicine		<i>NO.</i>				
<i>Chapter:</i> Neurology	<i>Issued:</i> 10/25/19	<i>REV. A</i>	<i>REV. B</i>	<i>REV. C</i>		
<i>Policy: Departmental Leave Policy</i>		<i>Page 3 of 3</i>				

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.