

Policies and Procedures

<i>Section:</i> School of Medicine		<i>NO.</i>				
<i>Chapter:</i> Obstetrics and Gynecology	<i>Issued:</i> 10/18/2019	<i>REV. A</i>	<i>REV. B</i>	<i>REV. C</i>		
<i>Policy: Departmental Leave Policy</i>		Page 1 of 2				

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

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

Each resident is allotted a specific amount of time away from the program each year. Please refer to your contract for allotment of time.

Each resident is allotted interview days over the course of their training period. Please refer to your contract for allotment of time.

To be as concise as possible and to meet the requirements of the American Board of Obstetrics and Gynecology (ABOG), the Program considers a “week” to include 5 days, Monday through Friday.

Residents absent more than 120 days over the 48 months in the Program will be required to extend their residency by the specific amount of days needed to be eligible for Board certification. Specific requirements for each Post Graduate Year (PGY) are as follows:

- PGY I - Residents absent more than 40 days within their first year will extend their residency. In this year, absences of more than 20 days will require make-up of the specific rotations missed, or suitable alternative as approved by the Clinical Competency Committee and Program Director.
- PGY II - Residents absent more than 40 days within their second year will extend their PGY2 year by the deficit, thus extending the total length of time in residency training.
- PGY III - Residents absent more than 40 days within their third year will extend their PGY3 year by the deficit, thus extending the total length of time in residency training.
- PGY IV - Residents absent more than 40 days within their fourth year will extend their PGY4 year by the deficit, thus extending the total length of time in residency training.

Policies and Procedures

<i>Section:</i> School of Medicine		<i>NO.</i>				
<i>Chapter:</i> Obstetrics and Gynecology	<i>Issued:</i> 10/18/2019	<i>REV. A</i>	<i>REV. B</i>	<i>REV. C</i>		
<i>Policy: Departmental Leave Policy</i>		<i>Page 2 of 2</i>				

Time away will be tracked and recorded by the Program Coordinator and discussed with each resident at semiannual evaluations.

Vacation time is required each year. Residents and fellows are not allowed to utilize vacation time as a means of making up for an extended leave during a specific year in the Program.

Once employed by Creighton University for one year, residents and fellows are allowed paid parental leave of 20 days. This time can be used throughout the first year of your child life. This is considered time away and must be counted toward ABOG requirements.

Any time off for personal issues such as appointments and family responsibilities need to be cleared with the Administrative Chief. If more than ½ day is spent taking care of personal issue, a sick day is incurred.

In the event that a resident is required to make up time at the end of a residency, his/her activities during their extension time with the program will be determined by the CCC.

In accordance with ABOG policies, if a resident is required to make up time that extends past September 30th of their graduation year, the resident will not be eligible to take the written exam that year. If training is completed by September 30, the Program Director must notify ABOG that the resident has completed their training prior to September 30 in order for his/her board scores to be released.

Any and all time away from the program **MUST** be discussed with the Program Director, the Chief Residents, and the Program Coordinator. Residents are responsible for completing the Leave Request Form for GME before leave is taken. For clarification on leave policies, contact the Program Coordinator to discuss your personal time away ledger.

REFERENCES

American Board of Obstetrics and Gynecology (ABOG) Qualifying Exam Bulletin Link:

Creighton University Leave 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.