Endocrinology, Diabetes, and Metabolism
Leave Time
Last Updated: 1-3-2016

General leave time policies (vacation, sick, education, other) can be found in the GME House Staff Handbook. This document addresses program-specific practices for the Endocrinology, Diabetes, and Metabolism Fellowship.

Fellows complete a **Fellowship Leave Request Form** for all absences. Leave Request Forms are turned in to the Program Coordinator in CUMC Suite 5870. Vacation leave requests should be submitted to the program coordinator prior to July 1. Other leave requests should be requested at least 2 months in advance if possible. The program coordinator obtains the appropriate approvals from the Program Director or Division Chief, or contacts the fellow and/or Program Director if conflicts are noted. The program coordinator attaches a copy of the approved Leave Request Form in the resident’s and fellows leave request binder located in the fellows room.

The GME office requires accurate tracking and monthly reporting of fellow hours by the Program Coordinator with monthly approval by the Program Director. **Fellow cooperation with timely leave requests and accurate duty hours reporting of leave time is essential.**

Vacation or sick leave must be entered into the myHR time reporting system by the fellow before or by the 3rd week in the month of the time off that was approved. myHR can be found in the Creighton Website in human resources, www.creighton.edu/hr/myHR.

**In general:**

- Leave time allocations and balances are based on the academic year (July-June) and do not carry forward. Leave time is prorated for fellows who begin fellowship off the academic cycle. The Program Coordinator is responsible for tracking leave time.
- The fellow is responsible for completing the Fellowship Leave Request Form and notifying the rotation attending and clinic manager of absences.
- **At least two months advance notice for planned leave time is requested.**
- Vacation, education, and other scheduled leaves may not be approved during the same month unless there are extenuating circumstances approved by the Program Director.
- Fellows can take a **maximum of 2 weeks**’ vacation, education, or other scheduled leave during any one month.
- Fellows **may not take more than 2 weeks** total leave time on the Floors rotation.
- If leave is taken during the Floors rotation, coverage by another fellow must be arranged and the signature of the covering fellow is required on the Fellowship Leave Request Form.
- Fellows currently receive **20 vacation days** per academic year. (Reminder: Fellows/Residents do not get paid holiday days off, you must use your vacation days to take a holiday off.)
- Vacation and education days will not be used for weekend absences except in the following situation: Fellows assigned to the Floors rotation are expected to cover 2 weekends during the month. If leave is taken during the Floors rotation and the fellow does not cover 2 weekends, leave time will be used for up to 2 weekends before and/or after leave dates to cover missed weekends.
- In the case of extenuating circumstances, a fellow can petition the Program Director via e-mail to review and approve an exception to a program-specific leave practice. Exception requests and approvals must be copied to the Division Chief’s assistant and the Program Coordinator.
• Leave time for jury duty, bereavement, family medical leave, etc. is granted in accordance with University and GME policies (refer to house staff/employee handbook). Any extended leave time that is granted through human resources, will result in an extension to the fellow’s completion date of their fellowship by the equivalent time of the extended leave that was used.
• Only one fellow may take vacation at a time. We will not approve two or more fellows off at the same time for vacation. An exception will be made for attending an Endocrine Conference.

**Education Leave**

• Fellows currently receive **5 weekdays of education leave** time per academic year, and 2 weekend days if needed when on the Floors service.
• Fellows are encouraged to attend and give presentations at national meetings. Fellows are strongly encouraged to apply for travel grants offered by national endocrine organizations such as the American Association of Clinical Endocrinologists, Endocrine Fellows Foundations, Endocrine Society, etc.
• Additional education leave requests to present at national meetings will be considered on a case-by-case basis by the Program Director. However, fellows may request vacation leave in place of education days exceed the number allocated per academic year.
• Education leave on the VA rotation requires prior approval by a VA representative (refer to Leave Time on the VA Rotation). *When on VA Rotation and extra form Educational leave must be filled out and signed off by the appropriate VA personnel.*

**Sick Leave**

• Fellows currently receive **14 days of sick leave.** See the GME Handbook for further clarification.
• Scheduled sick leave requires advance completion of a Fellowship Leave Request Form and falls under the same guidelines as vacation, education, and other scheduled leave.
• In the event of unscheduled sick leave, the fellow is responsible for notifying the rotation attending, clinic manager, and the Program Coordinator. Upon return to work or as soon as possible, the fellow needs to complete the Leave Request Form and submit it to the Program Coordinator.
• Extended sick leave is handled on a case by case basis by the Program Director and according to GME policies. Fellows are responsible for completing a Leave Request Form and notifying the Program Director and Coordinator when an extended sick or other leave is anticipated or becomes apparent.
• Sick leave time is not necessary for short duration doctor appointments or tests as long as the fellow does not miss an assigned clinic or education program. If the fellow is absent from an assigned clinic or education program, completion of the Fellowship Leave Request Form is required and sick time leave will be used for the absence.

**Interview Leave Days**

• Fellows currently receive 10 interview leave days during their 2-year fellowship program.
• Interview days must be approved by the program director only.
• Valid documentation of a scheduled interview is required in order to receive any time off for the interview.
• Notification and coverage of scheduled clinics and rotations must be obtained before the leave request is approved.