**PURPOSE**
In compliance with the ACGME Institutional and Common Program Requirements, it is the goal of Creighton University to outline the departmental leave policy regarding the Hospice and Palliative Medicine Fellowship Program at Creighton University School of Medicine/St. Joseph’s Medical Center (Phoenix) Program.

**SCOPE**
This policy applies to the Hospice and Palliative Medicine Fellows of the Creighton University School of Medicine/St. Joseph’s Medical Center (Phoenix) Program.

**POLICY**
The Hospice and Palliative Medicine Fellowship at Creighton University School of Medicine/St. Joseph’s Hospital and Medical Center recognizes an employee’s need for time away from work by providing benefits-eligible employees with paid time off (PTO) to use for activities such as taking care of personal business, vacations, leisure time, family needs, short term illnesses, doctor/dental appointments.

**PROCEDURE/RESPONSIBILITY:**

**Paid Time Off (PTO)**

1. Hospice and Palliative fellows are given 23 days PTO/vacation days which includes the following 7 holidays observed by St. Joseph’s: New Year’s Day, Martin Luther King, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas. Although H&P fellows will not be required to work or be in the hospital for the holiday, they will be responsible for covering the on-call pager.
2. When taking PTO, the fellow will submit their request based upon a 7 day work week. This means that weekends (although fellows work 1 week a month) must be counted as PTO days in the requested days off. The same applies for holidays.
3. A record of a fellow’s PTO days is kept by their Program Coordinator (PC) and reported to the Program Director (PD) and Academic Affairs (AA).
4. Requests for PTO for extended periods (one week or greater) are to be submitted at the beginning of the academic year (by July 31) on the “Fellow PTO/Leave” form (found in New Innovations) and submitted to the PC. Failure to submit the form could result in the request being denied. All other PTO requests must be submitted 90 days in advance of requested date.
5. Multiple requests for similar dates are approved/denied based on form submission date/time, rotation and coverage.
6. Fellows are entitled to 23 days of personal time off (PTO) per year based on a 7 day work-week. PTO may be used for vacation or sick leave. The number of PTO and Extended Illness Benefits (EIB) days allotted each academic year is indicated in the St. Joseph’s Hospital and Medical Center Academic Affairs Handbook.
7. An accounting of a fellow’s PTO days is kept by the program coordinator (PC) and reported to Academic Affairs.

*In the event of any discrepancies between program policies and the GME policy, the GME policy shall govern.*
8. Requests for PTO are submitted at the beginning of the academic year (by the end of August) on the appropriate form and submitted to the PC. Failure to submit on the appropriate form could result in the request being denied. Remaining PTO days must be submitted 60 days in advance.

9. Multiple requests for similar dates are approved/denied based on form submission date/time, rotation and coverage.

10. Fellows are allowed to take PTO in less than, but not more than, 2 week blocks at a time. If two weeks is taken, it should span between two months (i.e. last week of the prior month and 1st week of the next month). The rotation attending must be notified and agree with the requested days off.

11. Fellows are allowed to take PTO in less than, but not more than, 2 weeks at a time, per rotation. The supervising faculty must be notified 60 days in advance by program.

12. PTO/Vacation is not allowed on Pain ICU, Pediatrics and Oncology (subject to PD discretion).

13. If a fellow exceeds their allotted PTO from training in an academic year, they will be salary reduced and/or their contract may be extended.

14. Vacation time does not accrue from year to year. Upon termination/graduation, accrued vacation time will not be paid out to fellow.

**Board requirements**

It is the fellow’s responsibility to discuss any leave time with the program leadership (the PD and/or PC) to ensure that training requirements are not adversely affected, which may extend their fellowship training period. For additional information regarding the American Board of Internal Medicine policies related to Leave of Absence and Vacation for Board Eligibility, please visit the ABIM General Policies at: https://www.abim.org/certification/policies/general/special-training-policies.aspx

**Interview Leave Days**

- Refer to House Staff Agreement for allotment of time.
- Interview days must be approved by the PD 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.
- Interview days are tracked by the PC in New Innovations.

*In the event of any discrepancies between program policies and the GME policy, the GME policy shall govern.*
Sick Leave

- Refer to House Staff Agreement for further clarification.
- Scheduled sick leave requires advance notice to the PC and PD 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, PC, and PD.
- Fellows are responsible for notifying, in writing, the PD and PC when an extended sick or other leave is anticipated or becomes apparent and will follow FMLA guidelines.
- Sick leave or PTO is not necessary for short durations (i.e. 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, notification is required in writing to the PC and PD and sick time will be used for the absence.

Holiday & PTO

SJHMC recognizes the following holidays: New Year’s Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day Thanksgiving Day and Christmas Day.

If the fellow requests to work the holiday, they must do the following:

1. Must inform the rotation director, PD, the PC and other appropriate personnel that they will be working the holiday.
2. Notify the PD and PC, via email, that you plan on working the holiday.
3. The PD or PC will notify the fellow if the request is approved or denied.

Vacation during individual rotations

Vacation will not be allowed for more than a 2 week block in one rotation and should be approved by the rotation supervising faculty first.

1. Your request must be submitted on the “Fellow PTO/Leave” form to the PC. (see section above on PTO for timing of requests)
2. Though the PC will notify the supervising faculty and service 60 days in advance of a fellows’ vacation, it is the responsibility of the fellow to remind faculty and service of impending vacation dates one-week in advance of vacation and document to PC the response.
3. No plans should be made until you receive notice from the PC that your PTO has been approved by the PD.
4. If an unexpected sick day is requested, the PC, PD and supervising faculty must be notified by e-mail prior to or the morning of.
5. Any elective dental or medical appointments must be scheduled 30 days in advance, though no PTO time assigned, and will be handled like a PTO request and must be approved by PD.

In the event of any discrepancies between program policies and the GME policy, the GME policy shall govern.
**Policies and Procedures**

<table>
<thead>
<tr>
<th>Section:</th>
<th></th>
<th>NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>School of Medicine</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chapter:</th>
<th>Issued:</th>
<th>REV. A</th>
<th>REV. B</th>
<th>REV. C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hospice and Palliative Medicine</td>
<td>3/2018</td>
<td>7/1/18</td>
<td>1/2020</td>
<td></td>
</tr>
</tbody>
</table>

| Policy: Leave | Page 4 of 5 |

**Travel/CME**

Fellows are given 5 days of CME, which is separate from their PTO days. They can use these days to travel for presentation and one conference without presentation (1 allowed in 3 year fellowship).

Fellows are also given $1,500 in travel funds to be used for associated costs. To use their CME days and travel funds, the fellow must submit a TR packet to begin the approval process. A TR packet consists of:

1. Travel Requisition form. This form must be approved by the PD and Academic Affairs before any resident education funds are used.
2. PTO form (select the PTO/CME box) indicating days requested. The PC will verify that the requested days are available and include it in the TR packet for the PD signature.
3. TR accompanying documents, to include:
   a. Brochure of desired conference and registration costs
   b. Hotel estimation
   c. Flight estimation
4. The PC will verify the number of CME days and funds available and print out the information and give the TR and accompanying documents to the PD for approval.
5. If the PD approves the TR packet, then it will be forwarded to Academic Affairs for approval.
6. Fellow will be informed by the PC when the TR packet has been approved. Upon return, receipts must be submitted within 5 days to the PC for reimbursement. See the Academic Affairs Housestaff Travel policy for more information.

As the TR Packet approval can sometimes take up to a month, it is recommended that you submit your requests as soon as possible so that you can receive early-bird discounts and best rates on flights and hotel accommodations.

**NOTE:** The PD reserves the right to allow special consideration regarding PTO/Vacation/Travel on case by case basis.

---

*In the event of any discrepancies between program policies and the GME policy, the GME policy shall govern.*
In the event of any discrepancies between program policies and the GME policy, the GME policy shall govern.