PURPOSE

It is the fellow’s responsibility to discuss any leave time with the Program Director to ensure that training requirements are not adversely effected, which may extend their fellowship training period. The fellows understand that the amount of time taken off in access of GME policy may affect their completion date.

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.

Resident Responsibilities:

Fellows are expected to perform their duties as physicians for a minimum period of eleven months each calendar year. Therefore, absence from the program for vacation, illness, personal business, leave, etc., must not exceed a combined total of one (1) month per academic year.

Time away from the residency program for educational purposes, such as workshops or continuing medical education activities, are not counted in the general limitation on absences but should not exceed 5 days annually.

Vacation Policy for Department of Family Medicine

Requests for leave are approved by the Program Director and confirmed by the Program Coordinator.

Any time taken off without prior proper notification and approval will result in time off without pay or benefits. An unexcused absence of three days during the residency program will result in immediate termination from the program.

Graduate Medical Education Leave Policy

ARTICLE V

Vacations. The University, through agreements with the affiliated hospitals, will provide the HSP with twenty working days of vacation time, such vacations to be taken at a time acceptable to the
Program Director. The maximum accrual amount is the twenty days awarded. Fellows are encouraged to use their vacation but in the event that clinical demands prevent it, house officers shall be reimbursed for unused vacation time upon termination of employment. Fellows are not eligible for holidays or holiday pay under University policy.

ARTICLE VI

Sick Leave. The University, through agreements with the affiliated hospitals, will insure that the salary provided herein will be continued to be paid during any period of illness up to a maximum of fourteen working days per year. HSP does not accumulate leave from year to year and no additional compensation will be paid for unused sick leave. Sick leave for HSPs who are employed for less than one academic year will be prorated for that academic year.

Types of Leave Allowed by Creighton University

Adoption/Foster Care Leave

Adoption/foster care leave is allowed in accordance with the University's Family Medical Leave Act ("FMLA") policy. FMLA leave is without pay. House staff physicians taking adoption/foster care leave must substitute appropriate paid leave (vacation) for at least three weeks of the 12-week period. Five vacation days (one week) may be preserved and used at any time during the year in accordance with the vacation policy.

Disability Leave

House staff physicians who elect to utilize Long Term Disability are eligible to apply for benefits if a personal illness extends beyond 30 calendar days. Sick leave must be used during the 30-day elimination period. Disability leave requires physician verification.

Continuing Medical Education Leave (CME)

HSPs are provided with five days of educational leave each year. This time is in addition to the vacation allotment of 20 days. Those requesting CME time off must submit a copy of the registration confirmation for the event in which they are attending.

Family Medical Leave ACT (FMLA)

Creighton University recognizes that serious health conditions may occur which affect the house staff physician and/or their immediate family members. Immediate family includes: spouse, son,
daughter, mother or father (does not include "in-laws"). In addition, the University recognizes the importance of bonding with children, especially within the first year after birth or adoption. To accommodate these situations, the University has implemented a family medical leave ("FMLA") policy. The provisions of the University's FMLA policy conform to the requirements of the Family Medical Leave Act of 1993. Eligible house staff physicians are entitled to a total of 12 work weeks of leave during any 12-month period for birth, adoption/foster care, family illness and employee illness. Contact the Human Resources Department for specific details on eligibility for FMLA leave.

House staff physicians in their first year of postgraduate training are not "eligible employees" under the FMLA policy and therefore are not eligible for FMLA leave.

Funeral Leave and Personal Day(s)

The University allows up to three paid days for attending the funeral of an immediate family member. Members of the immediate family are defined as father, mother, spouse, son, daughter, brother, sister, grandparents, grandchildren, or in-laws of the same degree. This paid time is NOT sick or vacation time, but in addition to other paid leave. Documentation of death may be requested.

Holidays

The following holidays will be considered for a weekend call schedule when appropriate.

- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day
- New Year's Day
- Memorial Day

Jury Duty Leave

Any house staff physician who receives a summons and plans to report for jury duty must notify their program director as soon as possible. The house staff is encouraged to request that he/she be excused from jury duty because of their unique training status. Residents in training are generally granted this request if the request is made for postponement to the end of the training program.
The University will pay the difference between regular wages and the compensation received for jury duty, other than expenses reimbursed by the court (travel, meals, etc.), upon presentation to the Graduate Medical Education Office of the compensation received from the court.

Leave of Absence

Leave of absence may be granted at the discretion of the Clinical Competency Committee (CCC) with approval from GME. Prior approval must be obtained before a leave of absence can take place. If a house staff physician is to be absent longer than their sick days (30) (for medical illness) and/or vacation days (20), they will be on leave without pay from Creighton University at the discretion of the CCC with approval from GME. During any period of leave without pay that is approved by the CCC and GME, the Department is responsible for the cost of fringe benefits provided to the house staff physician, such as Health/Vision, Dental (the house staff physician is responsible for payment of the dependents dental premium), Life (for a maximum of six months), AD&D (for a maximum of six months), EAP, Long-Term Disability (ends immediately), and Malpractice Insurances (no moonlighting will be authorized on any type of leave, with the exception of vacation). RRC and certifying board requirements mandate that excess leave time must be made up (check with Program Director).

A Leave of Absence form must be completed. A Leave of Absence request form can be obtained by contacting the Graduate Medical Education Office, 280-4677.

Parental Leave

https://medschool.creighton.edu/sites/medschool.creighton.edu/files/Leave-Policy.pdf
http://www.creighton.edu/fileadmin/user/GeneralCounsel/docs/2.2.26 Parental Leave - rev 2- 1-16 final .pdf

To be eligible for parental leave, the employee must have been employed by the University in a benefit-eligible status during the entire 12-month period immediately prior to the birth or adoption of a child. In the case where both parents are Creighton employees, both are eligible for this leave.

The provisions of this policy are:

1. To provide 4 weeks of paid leave for the birth or adoptive parent(s).
2. Eligible employees may use paid parental leave at any time during the first 12 months following the birth or adoption of a child. For adoptive parents, the leave may begin at the time the employee travels to a destination to obtain the adoptive child.

3. Paid parental leave will run concurrently with Family and Medical Leave (FMLA). (please refer to University policy 2.2.14 regarding FMLA).

4. Supervisors, Deans, or Department Chairs are required to work with eligible faculty and staff to redistribute duties, including teaching responsibilities, during the entitlement period.

Maternity Leave PGY1 Year

Maternity leave is allowed in accordance with the University's FMLA and Parental leave policies. FMLA leave is without pay. However, a resident must first substitute appropriate paid leave (sick and vacation) for part of the 12-week period. A resident may elect to preserve five sick days and five vacation days, which may be taken at any time during the year, in accordance with the sick leave and vacation leave policies.

If use of Long-Term Disability benefits is desired, the mother must consult with Human Resources on requirements. RRC and certifying board requirements mandate that excess leave time must be made up.

A FMLA leave of absence form must be completed and can be obtained by contacting the Creighton University Human Resources Office at 280-2709.

As a recommendation and not a requirement, the recommended allotment of time-off for a normal birth should not exceed six weeks for a vaginal delivery or eight weeks for a cesarean delivery.

Paternity Leave PGY1 Year

Paternity leave is allowed in accordance with the University's FMLA and Parental leave policies. FMLA leave is without pay. A resident taking paternity leave must use three sick days and paid vacation leave for the first part of the 12-week period. Five vacation days may be preserved to be used at a later date, in accordance with the vacation policy. RRC and certifying board requirements mandate that excess leave time must be made up.

A FMLA leave of absence form must be completed and can be obtained by contacting the Creighton University Human Resources Office, 280-2709.
Interview Leave

Ten working days of interview leave will be provided to HSP over the residency and/or fellowship training period. HSP must submit a leave request form and obtain approval from the Program Director prior to taking time off for interview leave. The leave request form must include documentation regarding the interview time used. Interview leave may not be used as an extension to vacation, sick, educational, and/or any other type of leave. Interview leave will not be paid out at the end of the training period. Interview leave may not be taken when on rotation outside of Creighton.

Prorated Leave Time

In the event that a resident is working less than a full 12-month calendar year (based on the July 1-June 30 schedule), vacation time, sick time, and CME time will be prorated based on the number of days/months the resident is under employment by the University.

Sick Leave

The University, through agreements with the affiliated hospitals, will insure that the salary provided in the contract will continue to be paid up to a maximum of 14 working days per year. Paid sick leave may be taken for the following reasons: (1) personal illness; (2) illness of a member of the house staff physician's immediate family when the house staff physician's presence and assistance is necessary in an emergency situation. Sick leave may be taken for spouse, children, and parents (including parents-in-law). The house staff physician should return to work when the crisis or emergency has passed; (3) medical and dental appointments for yourself or to accompany dependent children or spouse when your presence is necessary.

House staff are eligible to apply for long-term disability benefits if a personal illness extends beyond 30 calendar days. Sick leave for house staff physicians who are employed for less than one academic year (July-June) will be prorated for that academic year. Unused sick leave may not be accrued. In addition, unused sick leave hours are not payable at the time of separation from service. For each five (5) weekdays of sick leave (whether consecutive or nonconsecutive) one weekend will be deducted. Continued use of Friday or Monday as individual sick days will be considered as an abuse of the sick leave policy.

Sick leave is calculated on an academic calendar (July-June). Sick leave for individuals commencing or completing off-cycle will be prorated.
Policies and Procedures

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<th>Section: School of Medicine</th>
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<tr>
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<td>Policy: Departmental Leave Policy</td>
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Time Off With Pay

During a leave of absence approved by the program, the program is responsible for the cost of benefits.

During FMLA, the cost of the benefits for any time off without pay will be the responsibility of the program. The house staff physician will be responsible for payment of the dependent(s) dental premium.

REFERENCES
https://medschool.creighton.edu/sites/medschool.creighton.edu/files/Leave-Policy.pdf

AMENDMENTS OR TERMINATION OF THIS POLICY
Creighton University reserves the right to modify, amend or terminate this policy at any time.

This policy supersedes all program level policies regarding this area/topic. In the event of any discrepancies between program policies and this GME policy, this GME policy shall govern.