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.

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.

Nonclinical Leave (Vacation) and Service Coverage Policy

General Rules:

• 20 week days of nonclinical leave (vacation) are permitted per year. Additionally, 8 weekend days may be requested to complete 7-day blocks, but should not be officially logged as vacation days. Weekend days of vacation weeks should be left blank with no hours logged as if it were a regular day off.
  o These 4 weeks of nonclinical leave are to be disbursed equally throughout the year, with 1 week taken during each quarter, or 3-month block. This is to keep the number of residents present vs. on vacation relatively constant throughout the year.
  o Two-week nonclinical leave requests must straddle rotations (i.e. last week of rotation #1 and first week of rotation #2) as well as quarters whenever possible. Exceptions may be requested and are subject to approval.
  o Nonclinical leave must be in one week blocks, except for 1 week of leave that can be split up if necessary.

• Seven days of additional nonclinical educational leave are permitted per year for PGY2-4 residents. This must be requested ahead of time and is subject to approval.
• Lacking ‘1-in-7’ days off are not exchangeable/transferrable to vacation days
• No two residents on the same service will be allowed to take nonclinical leave on the same days.
• No two residents from the same call pool will be allowed to take nonclinical leave on the same days.

Deadlines:
Policies and Procedures

Section: School of Medicine

Chapter: Department of Surgery
General Surgery Residency Education Program

Policy: Departmental Nonclinical Leave and Service Coverage Policy

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- Requests will be approved by seniority (PGY5 > PGY1). If conflicting nonclinical leave requests are submitted by residents of the same level, the resident who submitted their request first will be given preference (first come basis).
- All requests for nonclinical leave must be submitted in writing/emailed to the Education Office by the specified deadline for each quarter. After this deadline, vacations will be first come, first serve or assigned in 1-week blocks for each quarter.
  - July-August-September requests by May 1st, finalized May 15th
  - October-November-December requests by August 1st, finalized August 15th
  - January-February-March requests by November 1st, finalized November 15th
  - April-May-June requests by February 1st, finalized February 15th
  - Exception: 1st year preliminary, 4th, and 5th year residents applying for fellowship/residency positions and using nonclinical leave time for interviews: An estimated time off request can be submitted ahead of interview time as most fellowships/residencies interview around the same time each year. Final dates for time off must be submitted to the education office as soon as interviews are scheduled.
- Quarterly Call schedules with approved vacations to be released 2 months in advance.
- After final quarterly vacation schedule released, changes will only be considered if they are compliant with all other policies, and require approval from program director and/or administrative chief.
- No nonclinical leave changes will be permitted after a monthly call schedule has been finalized.

Specific Rules:

- PGY1: Cannot take nonclinical leave on Night Float.
- PGY2: Only 1 week of nonclinical leave per resident on Night Float (ICU resident to cover night float for the duration).
- Outside Rotations: As a group, we are allowed to take a maximum amount of time off per year from each institution. Once the maximum time has been reached in any calendar year, no other resident will be allowed to take leave.
- Prelim and Chief Residents: Required to take nonclinical leave the last week of June.

Service Coverage:

- Plastics is a single intern resident service. Trauma intern will cover weekend rounds (when 1-in-7 day off) and non-clinical leave for the Plastics resident.
- If only one resident present on Trauma (i.e. one on leave, another post-call), Plastics intern will help cover trauma.
- If 2nd year NF takes vacation, ICU/CCU will move to NF for that week.
- Holiday coverage will be arranged by the Chief residents and Program Director. Holidays are a privilege, not an institutional policy, and are in addition to the 4 weeks of approved leave. This is split
into two 3-day holiday periods (3 days around Christmas, 3 days around New Year’s). Residents work one holiday period and receive the other one off.

**Blackout Dates:**

- July 1<sup>st</sup> – 15<sup>th</sup>
- Fall ACS Meeting – (Chiefs and residents presenting will be given priority to attend all meetings.)
- December 23<sup>rd</sup> – January 2<sup>nd</sup> (Winter Holiday)
- Thanksgiving week
- ABSITE week
- June 15<sup>th</sup> -30<sup>th</sup>

*Any resident who takes time off without documented written approval will be subject to corrective action and required to make up the time.*

Residents are reminded that the effects of leave on length of training will be superseded by the American Board of Surgery Training Requirements:

- **A minimum of 5 years of progressive residency education** satisfactorily completed in a general surgery program accredited by the ACGME or RCPSC.
- **The 60 months of training at no more than 3 residency programs.** If credit is granted for prior foreign training, it will count as one program. The ABS limits the number of programs a resident can train at.
- **At least 48 weeks of full-time clinical activity in each residency year,** regardless of the amount of operative experience obtained.

The 48 weeks **may be averaged** over the first 3 years of residency, for a total of 144 weeks required, and over the last 2 years, for a total of 96 weeks required. All time away from training must be accounted for on application form.

- **A categorical PGY-3 year** completed in an accredited general surgery residency program. Note that completing three years at PGY-1 and -2 levels does not permit promotion to PGY-4; a categorical PGY-3 year must be completed and verified by the ABS’ resident roster. The only exception is in cases where 3 years' credit has been granted for prior foreign graduate training.
- **At least 54 months of clinical surgical experience** with increasing levels of responsibility over the 5 years, with no fewer than 42 months devoted to the content areas of general surgery.
- **No more than 6 months assigned to non-clinical or non-surgical disciplines** during all junior years (PGY 1-3).
- **No more than 12 months allocated to any one surgical specialty** other than general surgery during all junior years (PGY 1-3).
The final two residency years (PGY 4-5) in the same program

REFERENCES
For additional information regarding the American Board of Internal Medicine policies, please follow the link below:

http://www.absurgery.org/default.jsp?policygsleave

For additional information regarding the Graduate Medical Education policies, please see their policies at the following link:

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

See each section below for program specific policies.

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.