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 Child & Adolescent Psychiatry Fellows.

POLICY

The following leave is outlined below and in accordance with Creighton University policy. Refer to House Staff Agreement for allotment of time for vacation, sick, and educational leave.

Fellow’s Responsibility: It is the fellow’s responsibility to discuss any leave time with the program to ensure that training requirements are not adversely affected, which may extend their fellowship training period. Depending upon the time taken off per rotation, fellows should understand they may not get credit for that rotation, and this may affect their completion date and board eligibility.

See each section below for program specific policies.

Sick

In the event of unexpected illness/medical emergencies, all fellows must notify the hs-psycheleave@lists.creighton.edu email regarding the nature of illness or emergency and the approximate number of days they will be absent. This email goes to the Program Director (PD) and Program Coordinator (PC).

Depending on what service the fellow is on, the fellow should copy the attending, clinic director, and clinic coordinator on this email communication as well. The fellow is responsible for notifying the respective clinical sites as soon as they realize a sick day is needed:

- **Inpatient services:** Attending and any co-residents and/or co-fellows on service should be called/text/paged in the morning.
- **Clinical services:** Clinical director, clinic supervisor and scheduler should be notified as early as possible to give them time to reschedule patients. Fellows must follow site specific protocol as to how the clinic staff is notified.
- **For other services:** Notify the primary person in charge in the morning as early as possible.

If the fellow is on call, they are responsible for finding a co-fellow to cover for them. A doctor’s note
is required to return to work after 3 or more sick days in a row.

In the event of a doctor’s appointment/prescheduled medical procedure (etc.), all fellows must complete the Leave Request Form. It will be the responsibility of the fellow to obtain approval from all necessary parties. Once the fellow has gathered approvals from all supervisors, the fellow will submit the Leave Request Form to their Program Coordinator (PC). PC will verify availability of dates, leave balance, (etc.), and will submit the form to the Program Director (PD) for approval. Final approval notice will be given to the fellow by the PC.

Sick days may be used for medical illnesses and doctor's appointments.

**Educational Leave**

Fellows are permitted educational leave to attend educational conferences, workshops, or other educational activities. Educational leave requests are requested through the Leave Request Form and require a minimum of 45 days’ notice. Educational Leave guidelines:

- May be used for ACLS/BLS recertification classes
- If on a VA rotation, must submit a VA Educational Leave Form in addition to standard procedures to request the leave.
- Time off for national examinations (i.e., Step 3, PRITE exam, and Child PRITE exam) will not count against your educational leave balance.

**Interview Leave**

Ten (10) working days of interview leave will be provided to House Staff Personnel (HSP) over the residency and/or fellowship training period.

Interview Leave Guidelines:

- Fellows must submit a leave request through the Leave Request Form 30 days in advance. Exceptions may be granted for extenuating circumstances.
  - Program Coordinator (PC) will verify availability of leave balance and forward the request for approval from the Program Director and Rotation/Clinic Supervisor.
- Fellows must provide 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 VA Funded Rotations.

**Vacation**

Fellows must submit requests for vacation through the Leave Request Form. Requests for Vacation must be received a minimum of 45 days prior to the date of desired time off. Outpatient Clinics prefer 60 days’ notice when possible. It will be the responsibility of the fellow to obtain approval from all necessary parties. Once the fellow has gathered approvals from all supervisors, the fellow will submit the Leave Request Form to their Program Coordinator (PC). PC will verify availability of dates, leave
balance, (etc.), and will submit the form to the Program Director (PD) for approval. Final approval notice will be given to the fellow by the PC. Approvals for requests not made 45 days in advance will be left up to the PC and PD’s discretion. Exceptions may be granted for extenuating circumstances.

**Vacation guidelines:**

- Vacation is defined as Monday thru Friday. You are not charged vacation for weekends unless you are required to work and are unable to find coverage for your service.
- Fellows are not permitted to have more than two weeks of continuous vacation and only one week off per month is allowed. If a fellow wants to take two weeks of vacation, the two weeks CANNOT be during a rotation that is only 1 month long and should overlap two rotations. If you are on a rotation that spans 2 months or more, you may take the full 2 weeks in one month, but you must maintain the ratio of 1 week off per 1 month working.
- You must work at least half of the days in each rotation to get full credit for that rotation. If you work less than half of the rotation, you will be required to re-do that rotation. This may result in extension of training.
- If more than one fellow is assigned to a rotation, fellows may not be gone at the same time. If there is more than one request, permission will be granted to the fellow making the request first.
- All vacation requests must be processed through the Program Coordinator’s office via the Leave Request Form. When completing vacation requests, include ALL dates you are unavailable (i.e., weekends, travel time, etc.) and the name of the fellow covering your outpatient clinical services in your absence.
- Refer to the Holiday section in this policy for vacation leave requested around a holiday.

Any fellow gone from a rotation WITHOUT notifying the Program Coordinator, will lose a day of vacation and may face disciplinary action.

**Holidays**

The house staff contract specifically states that fellows are not entitled to holiday leave. General Fellow Guidelines for Coverage of All Services during the Holidays:

1. If your outpatient service is closed, you have that time off. You will not need to use vacation leave for this time unless you are taking additional vacation around the holiday. (i.e. your morning clinic is closed for the holiday, but your afternoon clinic is not. If you elect to take vacation leave for the afternoon clinic, you will be charged vacation for the entire day)
### Policies and Procedures

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2. Holidays cannot be used to extend Vacation leave. For all services, both INPATIENT AND OUTPATIENT, you will need to use vacation leave to cover the holiday if you are requesting the day before and/or after the holiday as vacation. (i.e. if you are taking the week of Thanksgiving off, you will use 5 days of vacation to cover Mon-Fri)

3. If you want to guarantee a specific holiday off, you should request vacation leave. Please note that leave will not be granted if you are required to provide coverage for your rotation and you are unable to find someone to cover for you.

4. Afterhours call & consult coverage will be assigned as a normal work day. Fellows are responsible for assigning call coverage for holidays and this should be distributed as equitably as possible.

### Extension of Training

Up to six (6) weeks of leave per academic year is permitted for time away from training, which includes vacation, illness, parental or family leave, or pregnancy-related disabilities. Fellows who take more than ten weeks of leave in an academic year will have time added to the end of their training. If a fellow is required to extend their training beyond July 31st of their final year, they are not eligible to sit for the ABPN certifying exam until the subsequent year.

### REFERENCES

- American Board of Psychiatry and Neurology (ABPN) Policies and Procedures
- Creighton University 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.*