Policies and Procedures

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<th>Chapter: Emergency Medicine Residency</th>
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<th>REV. A</th>
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<td>Policy: Leave</td>
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PURPOSE
In compliance with the ACGME Institutional and Common Program Requirements, it is the goal….  

SCOPE
This policy applies to all Creighton University Arizona Health Education Alliance residents in the Emergency Medicine Residency Program based at Valleywise Health Medical Center.

POLICY
For the most up to date policies regarding vacation, sick leave, maternity/paternity/family leave, FMLA, bereavement leave, judicial leave, leave of absence — leave without pay, and military leave, please refer to the Creighton University GME Leave Policy below:


Family and Medical Leave Act
- The Family and Medical Leave act (FMLA) of 1993 entitles eligible residents to take up to 12 weeks of job-protected leave in a rolling 12 month period for specified family and medical reasons.
- FMLA may be used for the birth of a child, and to care for the newborn child; for placement of a child with the resident for adoption or foster care; to care for the resident’s spouse, parent or child with a serious health condition; or because the resident is unable to work due to a serious health condition.

ABEM Board Eligibility Requirements
- Residents must successfully complete at least 46 weeks of training in each residency level. Vacation time, sick time, leaves of absence, etc., that exceed six weeks in an academic year require an extension of residency training in the program. Leave time cannot be accrued from year to year. If a residency program has a policy in effect for leave time that is less than six weeks, the program may operate under its own policy. Interruptions in training may not exceed 36 months at any one time in order for the earlier training to be considered toward fulfilling the ABEM’s eligibility criteria.

Holidays
- Residents do not receive paid holidays;
- There will be no favoritism granted to any resident’s scheduling on holidays.
- Holidays which fall within scheduled annual leave are counted as vacation time and cannot be made up.

In the event of any discrepancies between program policies and the GME policy, the GME policy shall govern.
Scheduling/Shift Changes

All scheduling for shifts within the Emergency Department will be performed by the program director and/or his designee (e.g. APD, chief resident).

- Residents are required to present their requests via email 90 days prior to the onset of a block segment. These requests are to be submitted to the administrative chief resident.
  - Failure to meet the 90 days policy does/will not guarantee that a request will be honored.
- All requests must be approved by the program director.

POLICY FOR SHIFT/BLOCK/VACATION CHANGES

Reasons for shift change must be extraordinary and are not guaranteed.

- No shift change may violate EM RRC work hour requirements.
- The individual resident requesting the shift change must also find an EQUIVALENT PGY resident to cover their shift or the request will not be honored. Example: PGY1/PGY2 cannot cover a PGY3 shift in the department.
- All requests must be approved by the program director.
- Failure to adhere to the aforementioned policy will result in an extra shift being performed as well as potential disciplinary action at the discretion of the program director.

REFERENCES
Boards, ACGME, House Staff Employment Contract

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

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