Policies and Procedures

SECTION: School of Medicine

CHAPTER: Family Medicine – Phoenix Program

POLICY: Leave Policy

PURPOSE
In compliance with the ACGME Institutional and Common Program Requirements, it is the goal of Creighton University to outline the types of time off/away 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 School of Medicine Phoenix/St. Joseph’s Hospital and Medical Center Family Medicine residents.

POLICY
Per the American Board of Family Medicine requirements, residents 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, etc., must not exceed a combined total of one (1) month per academic year. American Board of Family Medicine (ABFM) defines one month as 21 working days or 30 calendar days. Residents must be scheduled to see patients in the FMP site for a minimum of 40 weeks during each year of training.

Paid Time Off (PTO)

Residents receive 23 days of leave or Paid Time Off per academic year based on a 7-day work-week. Paid time away (PTO) can be used for scheduled time off or sick days. PGY-1 residents must request time off in one week blocks. Only one weekend can be included. Sick days are an exception to this and may be taken one day at a time. PGY-2 and PGY-3 residents do not need to take time off in one week blocks. All time away must be requested using a leave of absence form and approved by the program director and must be requested at least 90 days prior to taking time off. In order to staff the clinic and serve our patients, generally no more than 5 residents may be out at one time.

In addition to PTO, residents may request time off for the following with approval of the program director.

1. All residents may have 2 wellness days off during the year. These should be requested as far in advance as possible to ensure minimal interruptions to patient care, and on a day when the resident is not scheduled in clinic.

2. Residents may take one (1) day off for their scheduled board exam. Time off for exams is not deducted from PTA. However, a leave of absence request form must be completed and returned to program coordinator for processing. If residents need time off prior to completing

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illness or injury, the Program Director will inform the Board promptly of the date of departure and expected return date. A resident may not return to the program at a level beyond that which was attained at the time of departure. Leaves of absence in excess of 3 months are considered a violation of the continuity of care requirement. Residents must be aware that the American Board of Family Medicine may require the resident to complete additional continuity of care time requirements beyond what is normally required to be eligible for certification.

REFERENCES
Creighton University GME Policy:
https://medschool.creighton.edu/sites/medschool.creighton.edu/files/media/graduate_medical_education_leave_policy.pdf

DHMG FMLA policy
House Staff Agreement Contract
Dignity Health Benefits Information: https://www.dignityhealthcareers.org/careers/total-rewards

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