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 residents and fellows and their respective programs.

POLICY

Types of leave are outlined below and in accordance with Creighton University policy.

Paid time off for residents and fellows will be encouraged for the purpose of increasing the personal well-being of the house staff member. Programs may reserve the right on the times of the year when paid time off can be taken. Paid time off for personal days, interview days, meeting times, or holidays will be at the discretion of the program director and may be affected by the assigned rotation and subspecialty Board certification requirements. Time off and holiday assignments may be affected by agreements with rotation hosts (department or hospital systems) for off-service, off-site, or away rotations. In the case of a stated hospital or regional emergency, urgent professional responsibilities may cancel previously arranged paid time off.

It is recognized that rotations do not follow a 40-hour work week. It is also recognized that certain blocks of time make up for extended hours, or are irregular, based on the learning experience schedule. The amount of time that will be charged for leave will be equivalent to the amount of residency credit given for that time taken and does not relate to total hours worked. It is not an allowable practice to charge more leave if a week is an 80-hour week or charge less leave if a block of time does not add up to 40 hours due to shift work.

Payment of Hours Balance

Any unused, accrued vacation hours will be paid at time of separation of service. If a status changes from benefit eligible to non-benefit eligible occurs, vacation accrual will end and any unused, accrued vacation hours will be paid at the base rate in effect at the time of the change.

American Board of Medical Specialties

In order to meet the educational requirements for each resident, it is necessary to consult the American Boards of each specialty to determine the maximum leave allowed for a resident to remain Board eligible. Some Boards clearly state the maximum time allowed for leaves; some have no specific policy; others defer to the program director. Therefore, each Board must be consulted in order to determine if makeup time is required. Each program should provide a supplemental policy clarifying their individual specialty Board requirements.

Make Up Time

For a leave of absence that extends beyond the maximum allowed by the specialty Board, the department has the responsibility to see that the best interest of the educational program, as well as the interest of the resident is served. In order to assure the highest quality education, the department may decide that making up absent time would not be satisfactory. The DIO should be consulted to resolve these situations. However, potential problems
involving makeup time do not grant the program director the authority to deny military, election/jury duty or FMLA leave to someone lawfully entitled to it.

Any makeup time that is required will be scheduled with an effort to best accommodate the needs of the resident, but makeup time cannot be guaranteed. When makeup time is scheduled, the resident ordinarily will be required to make up the absent time at the end of the academic year in which the absence occurred. This makeup time will necessarily delay the beginning of each of the resident's subsequent academic years by an amount equal to the makeup time. In effect, the resident's senior year will extend beyond June 30 by an amount equal to the makeup time. Any required makeup time will be paid and all fringe benefits provided. It should be noted that recurring duties such as number of call days should not be accrued for a resident on extended leave (more than 2 consecutive weeks leave; the resident should not have to pay back those types of duties when they return.)

**Family and Medical Leave**
Family and Medical Leave is governed by Creighton policy, found at:

**Funeral Leave**
Funeral Leave is governed by Creighton policy. Please see Human Resources for more information or go to:
http://www.creighton.edu/hr/employeeresources/handbook/timeoff/ and click on Funeral Leave.

**Election Duty/Jury Duty**
Absences required for election duty or jury duty are governed by Creighton policy. Please see Human Resources for more information or go to:

**Leave of Absence**
Unpaid leaves are not allowed. Under extraordinary circumstances, exceptions may be granted solely at the discretion of the Associate Dean of Graduate Medical Education.

**Military Leave**
Military Leave is governed by Creighton policy and subject to USERRA, a federal law protecting the rights of employees with military duty. Please see Human Resources for more information or go to: http://www.creighton.edu/hr/employeeresources/handbook/timeoff/ and click on Military Leave. Please refer to your Program Director for program specific ACGME requirements for leave and eligibility for board testing.

**Holiday Leave**
Please refer to the House Staff Agreement Contract.

**Vacation Leave**
Please refer to the House Staff Agreement Contract and to your Program Director for program specific ACGME requirements for leave and eligibility for board testing.

**Educational Leave**
Please refer to the House Staff Agreement Contract.

**Parental Leave**
Please refer to the House Staff Agreement Contract and to your Program Director for program specific ACGME requirements for leave and eligibility for board testing.

**Sick Leave**
Please refer to the House Staff Agreement Contract and to your Program Director for program specific ACGME
requirements for leave and eligibility for board testing. House Staff do not accumulate sick leave credit, and no additional compensation will be paid for unused sick leave. Unused sick leave will not be paid upon termination of training program for any cause.

**Appeal Process**
If there is a discrepancy between the House Staff and the Program regarding the amount of days for board eligibility, decision will be made at the discretion of the Associate Dean of Graduate Medical Education.

**Interview Days**
Ten days of interview leave will be provided to the house staff over the residency and/or fellowship training period. The resident must submit a leave request form and obtain approval from the program director prior to taking time off for interviews. The Program reserves the right to request confirmatory information 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.

**REFERENCES**
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.

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