PURPOSE
To establish guidelines and procedures in the use of paid time off, leaves of absence, and disability.

SCOPE
This policy applies to all internal medicine residents in the Creighton University School of Medicine/Maricopa Medical Center (Phoenix) program.

POLICY
Internal Medicine adheres to Creighton University Policy on resident time off, leaves of absence, and disability.

PROCEDURE
1. Paid Time-Off (PTO) will be requested a MINIMUM of 60 days in advance of the 1st day of the requested leave period. This is to allow adequate time for clinic cancellation and schedule revisions, if necessary.

2. When calling in sick, the resident is to contact their senior resident (if applicable), the Chief Resident or Program Director, and their continuity clinic attending (if applicable). This contact MUST be via phone call and NOT via text or email. Failure to speak with the Chief Resident or Program Director will be considered a violation of the department’s Professionalism Policy.

3. PTO cannot be carried over from one year to the next. Failure to use all of the PTO allotted for the academic year will be forfeited at the end of that academic year.

4. The department acknowledges a resident’s need to make and keep personal appointments during their residency training. The resident should try to utilize scheduled days off from their rotation for these appointments. However, if needed, the resident may request time to attend medical and dental appointments during work hours, and rotation-dependent, the program will attempt to allow the requested appointment.

   a. Routine Health Care Appointments: We recognize that many routine health care appointments need to occur during the work day. In recognition of the primacy of patient welfare in these situations, and the impact on the program’s other residents needing time-off for these appointments, residents should give the program at least two days’ notice when possible.

   b. Urgent/Emergent Health Care Appointments: The process for ensuring patients safety and continuity of care for urgent/emergent health care appointments should follow the same hand off process as for residents needing to leave due to excessive fatigue or illness or family emergency.

5. As per the American Board of Internal Medicine (ABIM) policy, “Up to 5 weeks (35 days) per academic year are permitted over the course of the training program for time away for training, In the event of any discrepancies between program policies and the GME policy, the GME policy shall govern.
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