Policies and Procedures

<table>
<thead>
<tr>
<th>Section: School of Medicine</th>
<th>NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter: Obstetrics and Gynecology (Phoenix)</td>
<td>Issued: ADD 3/12/2020 REV. A REV. B REV. C</td>
</tr>
<tr>
<td>Policy: Leave</td>
<td>Page 1 of 3</td>
</tr>
</tbody>
</table>

PURPOSE
To offer paid time off (PTO) for the residents for holidays, vacations, personal business, FMLA and LOA’s.

SCOPE
This policy applies to all residents in Obstetrics and Gynecology as part of Creighton University School of Medicine/Maricopa Medical Center (Phoenix).

POLICY
It is the Program Director’s (PD) responsibility to develop a holiday and vacation schedule that is equitable. Upon hire, the PD will inform residents that working holidays is a condition of employment. All requests for time off are subject to department staffing requirements and supervisory approval.

Definitions:
Paid Leave
- For the purpose of vacations, illnesses, and professional development
- 4 weeks (weekdays)

Parental/Family Leave
- See policy from relevant employing institution for both male and female residents for the care of a newborn or recently adopted child
- See policy from relevant employing institution for FMLA/LOA’s

ABOG Eligibility Requirements for time off
- Residents should review/confirm eligibility requirements at https://www.abog.org/
- Vacation and leaves for any reason—including, but not limited to, vacation, sick leave, parental leave, or personal leave - may not exceed 12 weeks in any year of training
- If any of these maximum weeks of leave per year are exceeded, the residency must be extended for the duration of time that you were absent in excess of 12 weeks in years one, two, three, and four.
- Time missed for educational conferences does not count toward the 12 weeks.
- In addition to the yearly leave limits above, you can't take more than a total 24 weeks of leave over the four (4) years of residency training. If this limit is exceeded, the residency must be extended for the duration of time that you were absent in excess of 24 weeks.
- Note: Residents missing more than 16 weeks total may still require additional time in residency in order to achieve competencies to graduate.

In the event of any discrepancies between program policies and the GME policy, the GME policy shall govern.
Conference Time
- Vacation time is needed for attending conferences if you are not presenting research.
- Administrative time may be used if you are presenting at a conference and are in good standing.

Health Care appointments:
- Process for routine health care appointments. It is recognized 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 should give the program 7 days’ notice to their program.
- Process for 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.

Illness
If a resident is ill and cannot work, they must notify the chief of the service. If they miss more than 1 day, a physician’s note is required from the treating physician.

Guidelines for requesting PTO/Vacation Requests and to Facilitate Scheduling
- Vacation must be taken in one week blocks (weekdays)
  - Residents will not be scheduled for one weekend during their vacation week
  - No 9 day (two-weekend) blocks should be expected.
- Vacation requests will be planned in 6-month blocks
  - July thru December and January thru June
  - Residents will be notified of any deadlines.
  - Program leadership will determine yearly the rotations on which residents may take vacation
    - Weeks must be evenly distributed over the first 6 months and last 6 months. (PGY 1&2 year at least 1wk in each 6-month period)
- Any time off request outside of the vacation blocks must be requested through new innovations
- **No vacation is allowed during last 2 weeks of June unless explicitly approved by the PD.**
- **Vacation during the month of July may be restricted based on rotation.**
- **No vacation or leave is allowed on any night shift rotations for all residents.**

*In the event of any discrepancies between program policies and the GME policy, the GME policy shall govern.*
• No two residents on the same service may be on vacation at the same time. Nor can two people be off on the same weekend if it adversely affects the call schedule.

REFERENCES
ABOG http://www.abog.org/about.asp
Creighton University GME Policy link:

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.