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 Psychiatry residents and fellows.

POLICY

The following leave is outlined below, along with a link to access Creighton University policy.

Resident’s Responsibility:

It is the resident’s responsibility to discuss any leave time with the program to ensure that training requirements are not adversely affected, which may extend their residency training period. Depending upon the time taken off per rotation, residents should understand they may not get credit for that rotation, and this may affect their completion date and board eligibility.

Residents and Fellows are responsible for completing the Leave Request Form.

See each section below for program specific policies.

Sick

In the event of an emergency or unanticipated sick leave, all residents must notify the hs-psychleave@lists.creighton.edu email regarding the nature of illness or emergency and the approximate number of days they will be absent. This email goes to the Program Director (PD) and Program Coordinator (PC). Depending on what service the resident is on, the resident will copy the attending, clinic director, and clinic coordinator on the email communication as well. The resident is responsible for notifying the respective clinical sites as soon as they realize a sick day is needed:

- **Inpatient services:** Attending and any co-residents on service should be called/text/paged in the morning.
• **Clinical services**: Clinical director, clinic supervisor and scheduler should be notified as early as possible to give them time to reschedule patients. Residents must follow specific protocol with regards to the way the clinic staff is notified.

• **For other services**: Notify the primary person in charge in the morning.

If the resident is on call, they are responsible for finding a co-resident to cover for them. A doctor’s note is required to return to work after 3 or more sick days in a row.

In the event of a doctor’s appointment/prearranged medical procedure, etc., all residents must complete the Leave Request Form. The form must be received by the Program Coordinator (PC) a minimum of 30 days prior to the date of desired time off. Outpatient Clinics prefer 45-60 days’ notice when possible. The resident will submit the Leave Request Form to their Program Coordinator (PC). PC will verify availability of dates, leave balance, etc., and will submit the form to the Program director (PD) for approval. Final approval notice will be given to the resident by the PC.

Sick days may be used for medical illnesses and doctors’ appointments.

**Educational Leave**

Residents are permitted educational leave to attend educational conferences, workshops, or other educational activities. Educational leave requests must be submitted on the Leave Request Form and require a minimum of 30 days’ notice. Educational Leave guidelines:

- May be used for ACLS/BLS recertification classes
- If on a VA rotation, must submit a VA Educational Leave Form in addition to standard procedures to request the leave.
- Time off for national examinations (i.e., Step 3, PRITE exam, and Child PRITE exam) will not count against your educational leave balance.

**Vacation**

Residents must submit requests for vacation using the Leave Request Form. The form must be received by the Program Coordinator (PC) a minimum of 30 days prior to the date of desired time off. Outpatient Clinics prefer 45-60 days’ notice when possible. Program Coordinator (PC) will verify availability of dates, leave balance, etc., and will submit the form to the Program Director (PD) for approval. Final approval notice will be given to the resident by the PC. If the resident has leave time available and has made the request within the appropriate timeline, approval is granted and does not require the approval of the attending physician/service. Approval for requests not made in the appropriate timeline will be left up to the PC, PD and attending physician’s discretion. Exceptions may be granted for extenuating circumstances.
Vacation guidelines:
- Vacation is defined as Monday thru Friday. You are not charged vacation for weekends unless you are required to work and are unable to find coverage for your service.
- Residents are not permitted to have more than two weeks of continuous vacation and only one week off per rotation is allowed. If a resident wants to take two weeks of vacation, the two weeks must NOT be from the same month but should overlap two rotations. If you are on a rotation that spans 2 months or more, you may take full 2 weeks in one month, but must maintain the ratio of 1 week off per 1 month working.
- You must work at least half of the days in each rotation to get full credit for that rotation. If you work less than half of the rotation, you will be required to re-do the rotation. This may result in extension of training.
- If more than one resident is assigned to a rotation, residents may not be gone at the same time. If there is more than one request, permission will be granted to the resident making the request first.
- All vacation requests must be processed through the Program Coordinator’s office using the completed Leave Request Form submitted by the resident. When submitting vacation requests, include ALL dates you are unavailable (i.e., weekends, travel time, etc.) and the name of the resident covering your clinical services in your absence.
- Refer to the Holiday section in this policy for vacation leave requested around a holiday.

Any resident gone from a rotation WITHOUT notifying the Program Coordinator will lose a day of vacation and may face disciplinary action.

**Holidays**
The house staff contract specifically states that residents are not entitled to holiday leave. General Resident Guidelines for Coverage of All Services during the Holidays

1. If your outpatient service is closed, you have that time off. You will not need to use vacation leave for this time unless you are taking additional vacation around the holiday. (i.e. your morning clinic is closed for the holiday, but your afternoon clinic is not. If you elect to take vacation leave for the afternoon clinic, you will be charged vacation for the entire day)

2. Holidays cannot be used to extend Vacation leave. For all services, both INPATIENT AND OUTPATIENT, you will need to use vacation leave to cover the holiday if you are
requesting the day before and/or after the holiday as vacation. (i.e. if you are taking the week of Thanksgiving off, you will use 5 days of vacation to cover Mon-Fri)

3. If you want to guarantee a specific holiday off, you should request vacation leave in accordance to policy. Please note that leave will not be granted if you are required to provide coverage for your rotation and you are unable to find someone to cover for you. Rotation supervisors have the right to deny vacation requests over holidays if there is no other resident to cover you while on leave.

4. Afterhours call coverage will be assigned as a normal work day. Residents are responsible for assigning call coverage for holidays and this should be distributed as equitably as possible.

Extension of Training

A resident may take up to eight (8) weeks of leave in an academic year without having to extend the length of their training experience. The eight weeks of leave will include any time taken for paid or unpaid leave including vacation, sick leave, educational time, FMLA and maternal/paternal leave or any other leave. Residents who take more than eight weeks of leave in an academic year will have time added to the end of their training. The extension of their training beyond June 30 of their final year of training will preclude them from taking their ABPN board certification exam in the fall of that academic year.

REFERENCES
American Board of Psychiatry and Neurology
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.

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