Policies and Procedures

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Policy: Leave

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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 in the Diagnostic Radiology Residency Program at Creighton University School of Medicine/Maricopa Medical Center.

SCOPE
This policy applies to all residents in the Diagnostic Radiology Residency Program at Creighton University School of Medicine/Maricopa Medical Center (Phoenix).

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

House staff personal leave, parental leave, disability leave, and family medical leave will be defined in the resident employment contract. Residents taking leave may, at the Program Director’s (PD) discretion, be required to make up educational time, with pay, to meet specialty board, ACGME, or other accrediting body requirements. Maricopa Integrated Health System (MIHS) guarantees the Resident the opportunity to make up time if so, required with salary commensurate with functional program level status.

Annual paid time-off (PTO) is allotted to residents as follows:
- PGY2 (21 Calendar Days)
- PGY3 (28 Calendar Days)
- PGY4 (28 Calendar Days)
- PGY5 (28 Calendar Days)

Carrying Over Leave Time: Residents may carry up to one week (40 hrs.) of unused PTO to the following academic year.

Scheduled Time Off:

- Residents are required to submit a time off request either by email to the scheduler at MMC Radiology Mary Helen Martinez by email at Maryhelen_martinez@dmgaz.org or in person to her by completion of the PTO or Academic Time request forms available in the department mailroom or G-drive folder. There must be electronic or written documentation of the request, so it is on record to track and avoid confusion. The scheduler will appropriately review the request regarding scheduling, log it for the program and then submit it to the program director for approval or denial.
- Whenever possible, a response within one business day will be the expectation for notice of approval or denial. A request is not approved or denied until the resident receives an answer from the scheduler and no plans should be made by the resident until they receive final confirmation.

In the event of any discrepancies between program policies and the GME policy, the GME policy shall govern.
Policies and Procedures

It is requested that absences of one day or more be submitted at least one month in advance excepting emergency circumstances and/or sick time. No more than two residents will be allowed to take PTO on days prior to or following a holiday, or for periods of more than one week (5 days) in any core rotation. Any PTO taken while on IR and VA rotations is not recommended but can be allowed if it does not exceed over 3 days away from the rotation. Multiple PTO requests for the same time period will be granted on a first come first serve basis. PTO while on outside rotations must be approved by both the program director and the supervising faculty at the host facility.

Requested time off should not be to the extent that it interferes with the residents learning experience and is at the discretion of the program director

Calling in Sick: PTO may be used for unscheduled absences due to medical conditions of the resident or their family. However, the resident is responsible for notifying their supervising faculty as well as the scheduler and program director as early as possible on the day of their unscheduled absence.

Excused Academic Time:

A resident may attend an educational activity session or academic conference with program director approval, and they will not be required to use their PTO but will be officially excused for an academic absence away from their rotation and program duties. The academic necessity and educational merits of each request must be reviewed and approved by the program director and the amount allowed during training is at the PD’s discretion. The resident must complete an Academic Conference request form and submit it in advance for approval to the program coordinator who will obtain approval or denial of the request from the program director and notify the resident of the outcome. She will contact the scheduler of the approved conference and days that will be excused.

Residents during their 2nd and 3rd year of training are allowed 10 days for interviews for fellowship programs that will also not count towards their PTO and may be excused. However, they must submit their requests in advance to the scheduler Mary Helen Martinez who will seek program director approval following the usual PTO submission process, but interview days will be given priority regarding normal PTO requests. Any interviews days requested beyond this time will be taken from the resident’s PTO for that academic year.

Extended Leave/FMLA: The MIHS Resident Contract allows residents to take Personal Leave and Family Medical Leave and Parental Leave. Residents taking such leave may be required to extend their training and will need to plan their leave in advance when possible and receive program director approval. A leave of absence form will need to be signed, approved by the program director and on file with the department and Academic Affairs.

Per initial certification requirements for Diagnostic Radiology from the American Board of Radiology (ABR), Leaves of absence and vacation may be granted to residents at the discretion of the program director in accordance with the institution’s rules. Depending on the length of absence granted by the program, the required period of graduate medical education may be extended accordingly. Residency program directors and their institutional GME offices determine the need for extension of residency training. Therefore, it is not up to the ABR to determine graduation dates for individual residents.

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Additionally, to aid the residents who need to apply for parental leave our program has created a guideline to help them navigate the process which is listed below.

**PARENTAL LEAVE**

**POLICY & FAQ**

**PROCESS FOR APPROVAL:**
- Must verify with Employee Health and Wellness Services at MIHS and have pregnancy/adoption established.
  - Call MIHS Employee Health at 602-344-5210 to complete the required paperwork and receive specific instructions.
  - The resident will be required to provide verification from a physician about pregnancy or from the adoption agency about the planned adoption.
- Completion of the MIHS Leave of Absence form and formally meet with the program director for approval of a leave proposal.
  - The resident will require program director approval for the anticipated time away and coordination of their rotation schedule both logistically for the department and the resident’s training and education experience. This form, once approved, will be sent by the program to Academic Affairs and to MIHS Human Resources.

**PARENTAL LEAVE OF ABSENCE DURATION:**
- Each resident is eligible for 6 weeks of PAID Leave (calendar days not business days—42 days total). They can decide to take just a few days or the entire duration. Every effort to plan so the resident does not need to extend their training duration but still meet or exceed their requirements will be considered by both the resident and program leadership.
  - The paid leave must start with 3 consecutive days of PTO and the other time is paid for by the institution per the resident contract. The remaining weeks can be all consecutive or can alternate between work and time away if approved in advance with the program director’s approval and as the schedule permits.
  - Other rotation options such as a Research Month consisting of a 4-week duration may also be considered.
- Parental Leave with addition of FMLA option: If the resident decides to take more than 6 weeks of paid leave (it also requires 3 days of PTO), they can take an additional 6 more weeks, but these will be unpaid and the entire time away must be one consecutive block.
  - The resident must have been employed with MIHS for a least one year to qualify for FMLA.
  - Taking the FMLA option may extend the training program for the resident and impact their graduation date from residency and start date with fellowship or new employment after residency. Arrangements and approval with the program director and GME office must be made.

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made in advance to determine the impact on the resident’s training and to determine if an extension is necessary or if the resident can still meet their requirements for certification and graduation.

AFTER APPROVAL:
Once the planned pregnancy/adoption is established and the resident has program director approval:

- The resident will work until the planned event occurs. Once this happens please confirm as soon as reasonable with the program coordinator your actual date of leave and your status. She will notify the scheduler, program director and supervising faculty.

- Remember the resident’s Parental Leave only starts on the actual delivery/adoption date. If delivery or the adoption happens either before or after the anticipated date, the resident must contact the program coordinator to let her know the revised date. She will notify Academic Affairs of the revised date, the program director, scheduler and supervising faculty.

- **Alternate Plans if they become necessary:**
  - It may occur that the resident who is expecting could be required, per medical necessity determined by her physician, to rest or leave her program earlier than the planned due date. This would not start her Parental Leave yet but be considered as short-term disability and could last for just a few days or for up to 3 months. If it exceeds that duration, it becomes long term disability and, would continue for as long as needed. The resident would need to contact HR at 602-344 5627 and keep the program coordinator and her program director informed on her status.

  - In the event the resident’s spouse or partner is expecting and it is determined by a physician that they must stay home and care for them while on bed rest, etc. The resident may apply to MIHS Human Resources (HR) at 602-344-5627 for approval to use Long Term Disability for the duration and keep the program director and program coordinator informed on his or her status.

AFTER LEAVE BEGINS:
- **Apply for benefits for the child and add them to the resident’s benefits plan:**
  - Contact MIHS HR at 602-344-5627 within 30 days of the birth/adoption and provide them with either the child’s birth certificate or other documented proof from the hospital/ adoption agency if it is not ready yet. **WARNING:** Failure to do so within the 30 days will result in no benefits for the child until the next enrollment cycle per federal law.

  - Enter KRONOS the new information about your child also within the required 30 days to receive benefits for them. On the website select Access Benefits, then select Life Event. If you have difficulty, please contact MIHS HR at 602-344-5627.

BEFORE YOU RETURN:

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Please present a release from your physician that you are cleared for return from after delivery. If you have further questions on what is required, please contact MIHS Employee Health at 602-344-5210.

Once MIHS Employee Health has cleared the resident for return they will need to also provide a copy to the program coordinator before they return to the program and resume their clinical duties.

If the Research rotation option was selected the goals & objectives need to be met prior to the end of the research month as determined per the signed Research elective professionalism contract.

REFERENCES
ABR, ACGME, MIHS resident employment contract, etc.

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.

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