

Policies and Procedures

<table>
<thead>
<tr>
<th>Section:</th>
<th>NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>School of Medicine</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chapter:</th>
<th>Issued:</th>
<th>REV. A</th>
<th>REV. B</th>
<th>REV. C</th>
<th>REV. D</th>
<th>REV. E</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diagnostic Radiology Residency – St. Joseph’s Hospital and Medical Center</td>
<td>1/7/20</td>
<td>1/7/20</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Policy: Leave | Page 1 of 2 |

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/St. Joseph’s Hospital and Medical Center.

SCOPE
This policy applies to all residents in the Diagnostic Radiology Residency Program at Creighton University School of Medicine/St. Joseph’s Hospital and Medical Center (Phoenix).

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

It is the policy of the Department of Academic Affairs to grant a Leave of Absence (LOA) to its full-time employed residents in accordance with the Federal Family and Medical Leave Act of 1993 for their own serious health condition or the residents family member with a serious health condition or for personal reasons in support of the philosophy of the Sisters of Mercy.

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, resident needing time off for these appointments should give the program a one-day notice.

• 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.

PROCEDURE/RESPONSIBILITIES
Resident shall:
1. Contact the Department of Academic Affairs and their Program Director (PD) as soon as a LOA is anticipated or becomes necessary.
2. Submit a Request for LOA form at least 30 days before the date on which the leave is to begin. LOA request form is to be filled out by the resident and given to the Program Director for approval. Upon notification of leave to program, resident is responsible for contacting MATRIX to process leave. The resident must ensure certification for leave is completed by their personal healthcare provider and sent directly to MATRIX within (15) days of requesting the LOA.
3. The responsibility for initiating, overseeing and completing the LOA process is the sole responsibility of the resident.

In the event of any discrepancies between program policies and the GME policy, the GME policy shall govern.
Program Director (PD) shall:
1. Determine when and how resident shall make up additional training time in order to meet specific program and specialty board requirements, if necessary.
2. Revise resident's training schedule, if necessary.

Department of Academic Affairs shall work with PD or PC to determine whether paid leave allotted is available to continue the resident's salary during additional training time, if necessary.

Return to work - Following FMLA LOA, residents must provide written release from their physician to employee health and/or the residency program. Residents requesting a LOA must use any unused PTO and EIB time and are not eligible for continuation of pay beyond the allotted PTO and EIB each academic year in the Resident Employment Contract agreement, but health benefits may be continued if resident agrees and arranges with Human Resources to pay premiums for health coverage.

“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.”
https://www.theabr.org/

REFERENCES
Boards, ACGME, resident employment contract, etc.


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.