Policies and Procedures

Section: School of Medicine
Chapter: Surgical Critical Care
Policy: Leave

Issued: REV. A 9/27/18  
REV. B 1/27/2020  
REV. C

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 Creighton University School of Medicine/Maricopa Medical Center (Phoenix) Surgical Critical Care Residency Program.

SCOPE
This policy applies to all surgical critical care residents under the sponsorship of Creighton University School of Medicine/Maricopa Medical Center (Phoenix) Program.

POLICY
Resident paid time off (PTO), parental leave, disability leave and family medical leave are defined in the resident contract. Residents taking leave may, at Program Director’s discretion, be required to make up educational time, with pay, to meet specialty board, ACGME, CPME or other accrediting body requirements. CU guarantees the resident the opportunity to make up time if so required with salary commensurate with functional program level status.

Program leadership adheres to the American Board of Surgery Requirements for Certification; and shall ensure that all graduating fellows and residents have completed no fewer than 48 weeks of full-time clinical activity in each residency year, regardless of the amount of operative experience obtained. [Section II.E.2]

Paid Time Off (PTO):
- Any time away from scheduled clinical duties is considered paid time off (PTO). sick days, emergency leave, scheduling for interviews, conferences (including presentations), et cetera are all considered PTO.
- PTO is 20 weekdays for PGY VI and VII residents.
- Resident is required to inform supervising faculty on service, Program Director, and Program Coordinator 30-days in advance of ANY absence. When possible, please submit the request for leave in writing as described below. These day(s) are counted as PTO and subtracted from the designated PTO time described above and is tracked by the Program Coordinator.

Personal Half-Days
In addition to the allotted PTO days described above, each resident is allowed one half-day per quarter for personal needs, medical/dental appointments and personal wellness. Scheduling personal half-days should follow the normal notification and approval process of at least 30- days in advance of the anticipated absence. If unused, these half-days do not accrue and are lost each quarter. A resident may request to use future half-days if needed; however, only four half-days are allowed per academic year and is tracked by the Program Coordinator.

In the event of any discrepancies between program policies and the GME policy, the GME policy shall govern.
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Procedure for Scheduling PTO:

- Vacations are scheduled 60 days in advance. Any additional requests for leave must be submitted at least 30- days in advance. These deadlines may be extended at the discretion of the Program Director.
- Vacation requests are submitted using the Annual Time-Off Request Form available in the Program Coordinator’s office. Changes in vacation requests must include the written approval of the supervising faculty on service, the Program Director and Program Coordinator.
- Leave requests, other than Annual Time-Off Requests, are submitted using the Time-Off Request Form available in the Program Coordinator’s office. These requests must be submitted 30-days in advance and must include the written approval of the supervising faculty on service, Program Director and Program Coordinator.
- In the event of personal illness or an emergency that prevents a resident from working, said resident must inform supervising faculty on service, Program Director and Program Coordinator immediately. Failure to notify all parties listed will result in a “no call, no show” and are subject to disciplinary action, which may include termination.

Stipulations for PTO:

- No PTO will be permitted for the months of August and July or during Ultrasound rotation, except under extenuating circumstances and only with the written approval of the Program Director.
- Vacations are for seven consecutive days: five weekdays with either the weekend before or after. This will be determined by the Program Director. Exceptions to this will be permitted only with the written approval of the Program Director.
- A maximum of seven consecutive days may be taken at one time. You may NOT add vacation time to any other PTO (i.e. conferences, exams et cetera).
- Vacations may only be taken once per month of a rotation.
- Vacation requests for off-site rotations will be handled in the same manner as requests for on-site rotations. The Program Coordinator will notify the off-site facility of requested vacations. All off-site vacation/leave time must receive approval from Program Director and the Program Coordinator.
- Residents are not permitted to change the call schedule to facilitate leaves or vacations. Only the administrative chief resident or Program Director is permitted to make changes to the call schedule.
- Coverage for a resident’s clinical responsibilities while on PTO will be determined by the administrative chief resident in consultation with the Program Director.
- To reiterate, residents must notify supervising faculty on service, Administrative Chief, Program Director and Program Coordinator in writing at least 30-days prior to scheduled days off. Failure to do so may forfeit the time away.
- PTO requests are NOT approved until the Program Director signs the form last. It is the resident’s responsibility to ensure that all paperwork has been completed prior to scheduled time away.

REFERENCES
American Board of Surgery Requirements for Certification [Section II.E.2]

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