

# Creighton UNIVERSITY

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Creighton Dept of Endocrinology		Last Reviewed/Update Date	8/30/2023

## **Standard Operating Procedure: Leave**

### **1. 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.

### **2. SCOPE**

This policy applies to all Creighton University **Endocrinology fellows**.

### **3. PROCEDURE**

The leave is outlined below and in accordance with Creighton University GME policy. General leave time policies (vacation, sick, education, other) can be found on the GME website <https://www.creighton.edu/medicine/residencies-fellowships/residencies-fellowships-omaha/graduate-medical-education-office> This document addresses program-specific practices for the Endocrinology Fellowship.

#### **Moonlighting:**

Applicable to all fellowship levels, moonlighting is prohibited.

#### **Requesting Leave:**

Fellows must notify the program coordinator of all scheduled absences in advance of the absence and within the week of an unexpected absence. Vacation leave requests should be submitted to the program coordinator prior to July 1. Other leave requests should be requested at least 2 months in advance, if possible. The program coordinator contacts the fellow and/or Program Director if conflicts are noted. If there is more than one fellow who want the same time off, the request will be granted on a first come, first serve basis. **Fellows are responsible for completing a fellowship leave request form for all absences.** Signed leave request forms should be turned into the program coordinator as soon as they have been signed by the Program Director.

#### **Leave Time Work Hour Reporting:**

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The GME office requires accurate tracking and monthly reporting of fellow work hours by the Program Coordinator with monthly approval by the Program Director. ***Fellow cooperation with timely leave requests and accurate work hours reporting of leave time is essential.***

**In general:**

- The Program Coordinator is responsible for tracking leave time.
- The fellow is responsible for completing the Fellowship Leave Request Form and notifying the rotation attending and clinic manager of absences.
- **At least two months advance notice for planned leave time is requested.**
- Vacation, education, and other scheduled leaves may not be approved during the same month unless there are extenuating circumstances approved by the Program Director.
- Fellows can take a **maximum of 2 weeks**' vacation, education, or other scheduled leave during any one month.
- Fellows **may not take more than 2 weeks** total leave time on the Floors rotation.
- If leave is taken during the Floors rotation, coverage by another fellow must be arranged and the signature of the covering fellow is required on the Fellowship Leave Request Form.
- Vacation and education days will not be used for weekend absences except in the following situation: Fellows assigned to the Floors rotation are expected to cover 2 weekends during the month. If leave is taken during the Floors rotation and the fellow does not cover 2 weekends, leave time will be used for up to 2 weekends before and/or after leave dates to cover missed weekends.
- In the case of extenuating circumstances, a fellow can petition the Program Director via e-mail to review and approve an exception to a program-specific leave practice. Exception requests and approvals must be copied to the Division Chief's assistant and the Program Coordinator.
- Leave time for jury duty, bereavement, family medical leave, etc. is granted in accordance with University and GME policies (refer to House Staff Agreement and LOA Standard Operating Procedure). Any extended leave time that is granted through human resources, will result in an extension to the fellow's completion date of their fellowship by the equivalent time of the extended leave that was used.
- Fellows are not obligated to utilize their vacation time for instances where they require absence from clinic or rotation for a duration of up to half a day due to employment interviews. It is expected that they adhere to their rotation expectations and requirements by resuming work before and/or after the interview. To validate the

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interview, residents are required to furnish documentation, such as an invitation to interview that included the persons contact information.

- Only one fellow may take vacation at a time. We will not approve two or more fellows off at the same time for vacation. An exception will be made for attending an Endocrine Conference.
- **Board requirements**

It is the fellow's responsibility to discuss any leave time with the program leadership (the program director [PD] and/or program coordinator [PC]) to ensure that training requirements are not adversely affected, which may extend their fellowship training period. For additional information regarding the American Board of Internal Medicine policies related to Leave of Absence and Vacation for Board Eligibility, please visit the ABIM General Policies at:

<https://www.abim.org/certification/policies/general/special-training-policies.aspx>

## **Education Leave**

- Refer to Institutional Leave Policy or House Staff Agreement.
- Fellows are encouraged to attend and give presentations at national meetings. Fellows are strongly encouraged to apply for travel grants if they are available.
- Additional education leave requests to present at national meetings will be considered on a case-by-case basis by the Program Director. However, fellows may request vacation leave in place of education leave if education days exceed the number allocated per academic year.
- Education leave on the VA rotation requires prior approval by a VA representative (refer to Leave Time on the VA Rotation). ***When on VA Rotation and extra form Educational leave must be filled out and signed off by the appropriate VA personnel at least 4 weeks prior to the leave.***
- Education leave can only be used for the purpose of direct learning for the fellowship program, ex. Endo conferences when presenting a poster or abstract; another learning institution to obtain knowledge on procedures not offered through our program, and at the discretion of the program director.
- Educational leave may not be used for mission trips or alike.

## **Sick Leave**

- Refer to GME Leave Policy or refer to House Staff Agreement.
- Scheduled sick leave requires advance notice to the program coordinator and program director and falls under the same guidelines as vacation, education, and other scheduled leave.

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- In the event of unscheduled sick leave, the fellow is responsible for notifying the rotation attending, clinic manager, program coordinator and program director. Upon return to work or as soon as possible, the fellow needs submit a leave request form to the program coordinator.
- Fellows are responsible for notifying, in writing, the Program Director and Coordinator when an extended sick or other leave is anticipated or becomes apparent and will follow FMLA guidelines.
- Sick leave time is not necessary for short duration doctor appointments or tests as long as the fellow does not miss an assigned clinic or education program. If the fellow is absent from an assigned clinic or education program, notification is required in writing to the program coordinator and program director and sick time will be used for the absence.

#### **4. REFERENCES**

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<https://www.abim.org/>

Creighton University Policy

House Staff Agreement Contract

#### **5. DEFINITIONS**

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N/A