

# Creighton UNIVERSITY

<b>School of Medicine Gastroenterology Fellowship Training Program</b>	1 of 4	<b>Implementation Date</b>	9/27/2022
<b>SOP Owner</b>		<b>Last Reviewed/Update Date</b>	09.27.2023

## **Standard Operating Procedure: Departmental Leave**

### **1. Purpose**

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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.

### **2. Scope**

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This policy applies to all Creighton University Gastroenterology fellows.

### **3. Prerequisites**

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

The following leave is outline below and in accordance with Creighton University policy.

- General leave time policies (vacation, sick, education, other) can be found in the Graduate Medical Education House Staff Agreement. This document addresses program-specific practices for the Gastroenterology Fellowship, <https://www.creighton.edu/sites/default/files/Institutional%20Leave%20Policy%20%202022.pdf>

### **4. Responsibilities**

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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 are more than two fellows who want the same time off, the request will be granted on a first come, first serve basis.

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**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.

## 5. Procedure

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### **Leave Time Duty Hour Reporting:**

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

### **In general:**

- The Program Coordinator is responsible for tracking leave time.
- The fellow is responsible for notifying the rotation attending, clinic manager, program director and program coordinator of absences.
- **At least two months advance notice for planned leave time is requested.**
- 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** of leave time consecutively.
- If leave is taken during the inpatient rotations, coverage by another fellow must be arranged and attendings and clinic managers must be notified who will be covering in their absence.
- Refer to the GME policy for specific amount of days. **(Reminder: Fellows/Residents do not get paid holiday days off, you must use your vacation days to take a holiday off.)**
- Vacation and education days will not be used for weekend absences.
- 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 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/Policy). 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.
- Only two fellows may be on vacation at the same time. We will not approve three or more fellows off at the same time for vacation. An exception will be made for attending a GI Conference.

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- If more than seven days of continuity clinic are missed, fellow will need to make up those clinics.
- In general, vacation time should be taken when fellow is not on in-patient service. First year fellows can take up to 10 of their vacation days while on in-patient rotation, due to the number of in-patient months. Second year fellows can take six vacation days while on in-patient and third year fellows can take three vacation days during in-patient months. Fellows are expected to find their own coverage and pay back covering fellows for vacation time. However, first year fellows are not expected to pay back their leave due to their rotation limitations.
- Fellows are expected to find coverage for EPIC inbox on any vacation leave days. They must also change their EPIC message to denote “out of office” and share covering fellow name with clinic staff to ensure clinic staff is aware of changed schedule and covering fellow.
- If fellow takes non extended leave, fellow should make up days and call coverage to the covering fellow, if it is possible. If fellow takes extended leave (defined as more than two weeks of FMLA or GME approved leave), per GME policy, call assignments are not accrued, [https://medschool.creighton.edu/sites/medschool.creighton.edu/files/media/graduate\\_medical\\_education\\_leave\\_policy.pdf](https://medschool.creighton.edu/sites/medschool.creighton.edu/files/media/graduate_medical_education_leave_policy.pdf).
- 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 interview, residents are required to furnish documentation, such as an invitation to interview that included the persons contact information.

## **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. ABIM policy allows for up to 35 leave days per year of training. Any leave in addition could require an extension of training. This policy directive is accurate as of 2/1//21. 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>.

## **Educational Leave**

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- Refer to House Staff Agreement for allotment of time
- 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 can only be used for the purpose of direct learning for the fellowship program, ex. GI 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.
- Educational training leave does not count as absence against ABIM requirements.

## **Sick Leave**

- Refer to House Staff Agreement for further clarification.
- 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.
- In the event of unscheduled sick leave, the fellow is responsible for notifying the rotation attending, clinic manager, program coordinator and program director.
- 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 if 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.
- If fellow takes nonextended leave, fellow should make up days off to the covering fellow if it is possible.

## **6. References**

<https://www.abim.org/~media/ABIM%20Public/Files/pdf/publications/certification-guides/policies-and-procedures.pdf>

Creighton University Policy  
House Staff Agreement Contract

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## 7. Definitions

None