



School of Medicine Interventional Cardiology Training Program	1 of 3	Implementation Date	11.16.2022
		Last Reviewed/Update Date	8.31.2023

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. The Creighton University Interventional Cardiology Training Program Standard Operating Procedure was developed to serve the best interests of the individual fellow, the fellow's colleagues and to serve the mission of the School of Medicine.

2. **Scope:** This policy applies to all Creighton University **Interventional Cardiology fellows**.

3. **Responsibilities and Procedure:** It is the fellow's responsibility to discuss any leave time with the program 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, please follow the link in the References section below.

SICK

In the event of illness, all fellows must personally notify the Program Director and Program Coordinator regarding the nature of the illness or emergency and approximate number of days they will be absent. The Program will notify the appropriate services. If the fellow is scheduled for weekend duty and is gone because of illness or an emergency, the fellow will make reasonable effort to inform the Program Director and Program Coordinator. If you are unable to make contact with them, you must notify the Program Director and Program Coordinator the next working day.

VACATION

Leave request forms are available in New Innovations under "forms" and must be completed a minimum of 60 day prior to the date of desired time off. Any requests coming into the office after the deadline will be left up to the PC's discretion. The PC

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checks to ensure the availability of the dates requested and then submits the form to the Program Director for final approval. Vacation guidelines are as follows:

- a) Vacations should generally be limited to one week at a time and may not necessarily include both weekends. Fellows will not be permitted to have more than two weeks of continuous vacation. Fellows may not be gone during certain programs events, such as graduation, or any other times as specified by the Program Director.
- b) Requests for time off must be submitted 60 days prior to the requested time off.
- c) ALL vacation requests must be processed through the Program Coordinator's office. When completing vacation requests, include ALL dates you are unavailable (i.e., weekend unavailable, travel time, etc.).
- d) Travel arrangements may not be made until final leave approval has been received. When an emergency arises and notification cannot be given in advance, the fellow still has to contact the Program Coordinator. Any fellow gone from a rotation WITHOUT notifying the required personnel will lose a DAY OF VACATION and may face disciplinary action.
- e) Fellows may take up to 1/2 day leave for interviewing without being required to use vacation time.

HOLIDAYS

Fellow/Resident contracts do not allow for holiday leave. As such, Fellows should not assume they will be free of duties on any holiday. The Program Director will review coverage needs on a holiday-by-holiday basis and will notify the Interventional Fellow(s) if he/she/they need to report for duty on each holiday.

OUT-OF-TOWN EDUCATIONAL CONFERENCES

ALL educational leave requests must be processed through the Program Coordinator's office. Leave request forms are available in New Innovations under "forms" and must be completed a minimum of 60 day prior to the date of desired time off. When completing conference requests, include ALL dates you are unavailable (i.e., weekend unavailable, travel time, etc.). The Program Coordinator checks to ensure the availability of the dates requested and then submits the form to the program director for final approval.

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Educational leave guidelines are as follows:

- a) No attendance for out-of-town educational conferences will be granted during the month of July.
- b) Fellows may not be gone during certain programs events, such as graduation, or any other times as specified by the Program Director.
- c) Travel arrangements may not be made until final leave approval has been received.

Fellows may be able to attend additional educational conferences when they are presenting papers. If the fellow has used their five educational leave days, they will be required to use vacation for the day(s) attending the conference.

4. References

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

Creighton University Policy

House Staff Agreement Contract

AMENDMENTS OR TERMINATION OF THIS STANDARD OPERATING PROCEDURE

Creighton University reserves the right to modify, amend or terminate this Standard Operating Procedure at any time.

The GME policy supersedes all program level Standard Operating Procedure (SOP) regarding this area/topic. In the event of any discrepancies between program SOP and the GME policy, the GME policy shall govern.