

Creighton UNIVERSITY

School of Medicine Neurology Residency Training Program	1 of 5	Implementation Date	10/2019
		Last Reviewed/Update Date	05/2024

Standard Operating Procedure: Leave Policy

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 of the Creighton University Neurology Residency Program.

2. Scope

This policy applies to all Residents participating in the Creighton University Neurology Residency Program.

3. Leave Provided

Here is a list of common leave types available for HSP. Please refer to your employment contract for a complete list of available leave:

Family Medical Leave Act Qualifying Event

Vacation

Sick

Election Duty

Jury Duty

Educational Leave

Bereavement Leave

Parental Leave

Holiday Leave

Unpaid Leave (must be approved by the DIO)

Creighton UNIVERSITY

School of Medicine Neurology Residency Training Program	2 of 5	Implementation Date	10/2019
		Last Reviewed/Update Date	05/2024

4. Responsibilities

The Resident(s) are responsible for informing their Program Director, Program Coordinator, and any faculty member on their rotation block of their anticipated absence.

It is the responsibility of the Resident to provide a minimum of a 60-day notice on any applicable leave.

Vacation and Educational Leave are both required to be approved by the Program Director, Program Coordinator and Chief Resident. Leave without proper approval will not be granted. Residents should not make any type of planning (purchasing airfare, hotels, or registration) prior to approval.

In the event of an approved absence, it is the responsibility of the Resident(s) to find a suitable backup for their scheduled time and to notify the Program Director and Program Coordinator of the selected person. This backup individual will be added to the absentee's Leave Form.

Additionally, the Residents are required to set up an out-of-office automatic reply to their Epic and email accounts to notify colleagues and stakeholders about their absence and provide contact information for the designated backup during the specified period of leave. Please use the template below.

"I am currently out of the office on leave and will not be available to respond to my messages until my return, [Projected Return Date].

If your matter is urgent and requires immediate assistance, please contact [Alternative Contact Person] at [Alternative Contact Person's Email & Phone]. They will be able to provide support in my absence."

Creighton UNIVERSITY

School of Medicine Neurology Residency Training Program	3 of 5	Implementation Date	10/2019
		Last Reviewed/Update Date	05/2024

5. Procedure

A leave form is to be completed and provided to Program Coordinator 60 days in advance of requested dates. Leave types that are applicable are:

- Vacation Leave
- Parental Leave
- Educational Leave
- Interview Leave

The Program Coordinator will enter the leave into New Innovations once appropriate approvals have been received.

Leave types that notice cannot be provided for will be handled at that time. Residents are required to notify the proper parties (Program Director, Program Coordinator, Chief Residents, and faculty members) immediately in these situations. The types of leave that applies are:

- Sick Leave
- Bereavement Leave
- Election Duty / Jury Duty

A leave form must be submitted by the resident the first day back to work from any unanticipated leave as listed above.

Leave of any type will not be permitted during the week of the in-training exam. These dates can be found on the RITE exam's webpage and is posted years in advanced.

Extended amounts of leave during the residency can hinder an individual's eligibility to sit for the board.

6. Definitions

Leave Days: The days that count towards leave banks are defined as all weekdays that are not Holidays.

Holidays: The days designated as holiday under federal, state or local law.

Creighton UNIVERSITY

School of Medicine Neurology Residency Training Program	4 of 5	Implementation Date	10/2019
		Last Reviewed/Update Date	05/2024

Immediate Family: Spouse or civil union partner, children (biological, step, adopted, foster and any other child for whom the HSP stands in loco parentis) parents (biological, step, adopted, in-law, and civil union partner's parents), and siblings (biological, adopted, and step) and grandparents (biological, step, adopted, in-law and civil union partner's grandparents).

Half-Days

Time off of less than 4 hours do not count towards leave banks. Examples where this would be applicable are time away to attend healthcare appointments and interviews. Any time away from rotation/clinic of 4 hours or more will require the use of the appropriate leave type. Half-days require notice and without proper notice the resident(s) will forfeit a vacation day. The resident must provide a 24-hour notice. Notice shall be sent to the Program Director, Program Coordinator, Chief Resident, and rotating faculty. Notification will require anticipated leave time and return time. All virtual half-day interviews are to be held at CUMC, IMC, or a rotating location. Exceptions may be made for special circumstances with prior approval.

Holidays

Federal, state, or local Holidays are part of an assigned work week and not guaranteed as a day off from service. If a Resident is assigned to cover the clinical service on a Holiday, there is no compensatory day off to make up for that assignment. Holidays do not need to count as a leave day but if a Resident's leave occurs either before or after a Holiday, the program director is not obligated to give the Resident the holiday off from service.

Unpaid Leave

Unpaid leave is not allowed except in extreme circumstances. A GME LOA form must be submitted to the GME office prior to any unpaid leave. The decision to grant unpaid leave can only be made by the Designated Institution Official. The request must come from the Program Director or from the Resident after documented conversation with the Program Director. The Designated Institution Official's decision will be made after input from Human Resources and is not able to be appealed. In the event unpaid leave is granted, paid leave must be exhausted prior to utilizing unpaid leave. Benefits are not available to the HSP during unpaid leave. A Resident with unpaid leave exceeding six months will be terminated and required to reapply for admission to their residency or fellowship program should they wish to resume their GME training. Unpaid leave in excess of six months also requires notification of the specialty boards of an interrupted training period.



School of Medicine Neurology Residency Training Program	5 of 5	Implementation Date	10/2019
		Last Reviewed/Update Date	02/2024

Please refer to the House Staff Agreement Contract and to the Program Director for additional program specific ACGME requirements for leave and eligibility for board testing.

University Closed Days

Days in which Creighton University is closed are part of an assigned work week and not a day off from service for Residents. If a Resident is assigned to cover the clinical service on a closed day, there is no compensatory day off to make up for that assignment.

7. References

Creighton University Policy
House Staff Agreement
Institutional ACGME
Requirements