

# Creighton UNIVERSITY

<b>School of Medicine Pathology Residency Training Program</b>	Page 1 of 3	<b>Implementation Date</b>	11/23/2022
<b>SOP Owner</b>	Autumn Eberly	<b>Last Reviewed/Update Date</b>	08/24/2023

## **Standard Operating Procedure: Leave**

### **1. Purpose**

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The Creighton University Graduate Medical Education Leave SOP 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 SOP applies to all Creighton University Pathology residents.

### **3. Prerequisites**

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All full-time residents may utilize this SOP.

### **4. Responsibilities**

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There are circumstances in which residents may be unable to attend work, including but not limited to fatigue, illness, family emergencies, and parental leave. Each program must allow an appropriate length of absence for residents unable to perform their patient care responsibilities. (Core) VI.C.2.a) The program must have procedures in place to ensure coverage of patient care. (Core) VI.C.2.b) These procedures must be implemented without fear of negative consequences for the resident who is or was unable to provide the clinical work. All GME Programs must have a SOP on Leave of Absence. Each program will have a program level policy that describes the process for submitting and approving leave requests.

### **5. Procedure**

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Programs have the right to determine when paid time off can be taken for vacation or education leave. Approval of vacation or education leave will be at the discretion of the program director and may be affected by the assigned rotation and subspecialty Board certification requirements.

#### **Vacation**

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The University provides residents with vacation leave to be approved by the Program Director. The proper leave form must be filled out and signed by the Program Director, the resident, and the Program Coordinator.

### **Sick**

The University provides residents with sick days and must follow human resources policy. Residents must notify the Program Coordinator and the Program Director via phone or email when ill. The proper leave form must be filled out and signed by the Program Director, the resident, and the Program Coordinator.

### **Educational Leave**

The University provides residents with educational leave days to be approved by the Program Director. The proper leave form must be filled out and signed by the Program Director, the resident, and the Program Coordinator.

### **Interview Leave**

Residents are NOT required to use vacation when they need to be excused from clinic/rotation for **up to ½ day**. They should report to work before and/or after the interview based on their rotation expectations/requirements. The time away to interview is considered part of the workday by the ACGME. Interviews may not take place during didactic lectures. There will be no limit on interviews taken; however, a leave form must be completed and signed by the Program Coordinator and Program Director.

For all leave, one year of training is required to meet ABPath certification requirements. This must be 52 weeks in duration, and the applicant must document an average of 48 weeks per year of full-time pathology training over the course of the program. Any training less than 48 weeks must be made up except for parental, caregiver and extended medical leave, as outlined in III.A.3.c in the “Booklet of Information” linked below.

The Graduate Medical Education Program Agreement is linked here.

<https://www.creighton.edu/sites/default/files/2022-03/2022-2023-Contract-Omaha.pdf>

Please see “Booklet of Information” at the ABP website, search for “leave.”

<https://www.abpath.org/index.php/to-become-certified/requirements-for-certification>

The GME Policies on Leave can be viewed here.

<https://www.creighton.edu/sites/default/files/Institutional%20Leave%20Policy%20%202022.pdf>

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## 6. **References**

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American Board of Pathology (ABP)  
GME Institutional Policies  
Creighton University Policy  
House Staff Agreement Contract