

Creighton UNIVERSITY

School of Medicine Psychiatry Residency & Child Psychiatry Fellowship Training Program		Implementation Date	7/1/2024
Psychiatry & Child Psychiatry SOP for Leave	Page 1 of 4	Last Reviewed/Update Date	12/14/2022 06/13/202 4

Standard Operating Procedure: Leave for Psychiatry & Child Psychiatry

1. Purpose –

See Creighton GME Institutional Policy “Leave”

<https://www.creighton.edu/medicine/residencies-fellowships/residencies-fellowships-omaha/graduate-medical-education-office/policies>

2. Scope –

This SOP applies to all Creighton University Psychiatry & Child Psychiatry residents and fellows.

3. Prerequisites – N/A

4. Responsibilities –

- It is the resident’s responsibility to discuss any leave time with the program to ensure that training requirements are not adversely affected, which may extend their residency training period.
- Depending upon the time taken off per rotation, residents should understand they may not get credit for that rotation, and this may affect their completion date and board eligibility.
- Residents and Fellows are responsible for completing Microsoft Forms online to request leave of any kind.

5. Procedure –

Sick Leave:

- **In the event of an emergency or unanticipated sick leave, all residents must notify the program using the Microsoft Form Leave Request link provided.**
- The resident must contact the attending, clinic director, and clinic coordinator via email communication as well.

Creighton UNIVERSITY

School of Medicine Psychiatry Residency & Child Psychiatry Fellowship Training Program		Implementation Date	7/1/2024
Psychiatry & Child Psychiatry SOP for Leave	Page 2 of 4	Last Reviewed/Update Date	12/14/2022 06/13/2024

- The resident is responsible for notifying the respective clinical sites as soon as they realize a sick day is needed:
 - Inpatient services:** Attending and any co-residents on service should be called/text/paged first-thing in the morning.
 - Clinical services:** Clinical director, clinic supervisor, and scheduler should be notified as early as possible to give them time to reschedule patients. Residents must follow clinic-specific protocol with regards to the way the clinic staff is notified.
 - Other services:** Notify the primary person in charge in the morning.
- If the resident is on call, they are responsible for finding a co-resident to cover for them.
- A doctor's note is required to return to work after more than 3 consecutive sick days.
- For prearranged medical appointments procedures, residents must complete the Microsoft Form Leave Request.** The form should be received by the Program Coordinator (PC) a minimum of 45-days prior to the date of desired time-off. (Urgent visits do not require 45-days' notice.)
- If the resident has leave time available and has made the request within the appropriate timeline, and the PD/PC has approved it, leave is granted.
- The resident must notify the program using the Microsoft Form Leave Request link provided.** PC will verify availability of dates and leave balance.

If there are any concerns about a resident's performance, the Program Director may withdraw approval for and/or restrict the resident's moonlighting activities.

Vacation Leave:

Vacation requests must be submitted at least 45-days in advance. No exceptions will be made. Approval for requests not made within the 45-day timeline will not be approved.

Once your leave time has been approved, no changes, cancellations, or rescheduling will be accepted. Make sure you have your dates solidified before you submit your request.

Vacations will be granted on a first come, first-serve basis.

If the resident has leave time available and has made the request within the appropriate timeline, leave is granted and does not require the approval of the attending physician/service. The resident will be copied on the email thread sent by the PC to the corresponding site.

Creighton UNIVERSITY

School of Medicine Psychiatry Residency & Child Psychiatry Fellowship Training Program		Implementation Date	7/1/2024
Psychiatry & Child Psychiatry SOP for Leave	Page 3 of 4	Last Reviewed/Update Date	12/14/2022 06/13/2024

Approval for requests not made within the 45-day timeline will not be approved.

- Vacation is defined as Monday thru Friday. You are not charged vacation ~~on~~ weekends unless you are required to work and are unable to find overage for ~~your service~~ the service.
- Residents are not permitted to have more than two-weeks of continuous vacation. Only one-week off per rotation is allowed. If a resident wants to take two weeks of vacation, the two weeks must NOT be from the same ~~month~~ rotation but should overlap two rotations. If you are on a rotation that spans 2 months or more, you may take the full full 2 weeks in one month but must maintain the ratio of 1 week off per 1 month working.
- You must work at least half of the days in each rotation to get full credit for that rotation. If you work less than half of the rotation, you will be required to repeat the rotation. This may result in extension of ~~training~~.
- If more than one resident is assigned to a rotation, residents may not be gone at the same time. If there is more than one request, permission will be granted to the resident making the request first.
- **All vacation requests must be processed through the Program Coordinator's office using the completed Microsoft Form Leave Request submitted by the resident.**
- In the PGY3 year, inbox coverage must be clearly designated and communicated to your clinic staff.
- During the Internal Medicine inpatient month rotation at the VA hospital, due to logistical and scheduling reasons, NO vacation time will be granted.
- Residents who need to take leave to attend fellowship or job interviews should request vacation time if the interview will cause you to miss more than one half-day of work. If the interview is less than one half-day, the resident should arrange with their rotation to be excused for the interview time only and return to the rotation afterward.
- **PGY4 class should reserve 5 vacation days for the end of the academic year** to allow for transition to practice or fellowship. You are not allowed to take time-off beyond ~~your~~ the allotted vacation days as outlined in your employment contract. Sick days may not be used at the end of the academic year to be dismissed early from your program. You must have sufficient vacation balance available to cover any days absent from training otherwise you ~~This~~ would be considered ~~an~~ -breach of your contract.

Creighton UNIVERSITY

School of Medicine Psychiatry Residency & Child Psychiatry Fellowship Training Program		Implementation Date	7/1/2024
Psychiatry & Child Psychiatry SOP for Leave	Page 4 of 4	Last Reviewed/Update Date	12/14/2022 06/13/2024

Extension of Training:

A resident may take up to **50 total days** of leave in an academic year without having to extend the length of their training experience. Absence from the program for paid or unpaid leave including vacation, sick leave, FMLA, or parental leave must not exceed 50 total days per academic year. Education leave is separate.

Residents who take more than 50 total days of leave in an academic year may have time added to the end of their training. The extension of training beyond September 30th of their final year of training will preclude them from taking the ABPN board certification exam in the Fall of that academic year. The extension of training for any resident will be reviewed and approved by the Clinical Competency Committee (CCC).

6. References –

See Creighton GME Institutional Policy “Leave”
<https://www.creighton.edu/medicine/residencies-fellowships/residencies-fellowships-omaha/graduate-medical-education-office/policies>

7. Definitions –

See Creighton GME Institutional Policy “Leave”
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