

Creighton UNIVERSITY

School of Medicine, Graduate Medical Education - Omaha		Implementation Date	07.2024
Global Surgery Fellowship Training Program		Last Reviewed/Update Date	11.2024

Standard Operating Procedure: Leave

1. Purpose

Outline the process for the House Staff Physicians (HSPs) of Creighton University request leave from their program and the implications of said leave on the HSPs training duration.

2. Scope

This policy applies to the Global Surgery Fellowship.

3. Responsibilities

It is the fellow's responsibility to discuss any leave time with the program director to ensure that training requirements are not adversely affected, which may extend their fellowship training period. Depending upon the time taken off per rotation, fellows should understand they may not get credit for that rotation, and this may affect their completion date.

4. Procedure

Sick

In the event of illness, the fellow will personally notify the Program Director (PD) or Program Coordinator (PC) regarding the nature of the illness or emergency and approximate number of days the fellow will be absent. If the fellow is scheduled for weekend duty and they are gone because of illness or an emergency, they must make a reasonable effort to inform the PD and PC. If the fellow is unable to make contact with them, notification to the PD and PC will need to take place the next working day.

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Vacation

Vacation requests need be submitted a minimum of 60 days prior to the date of desired time off. Any requests coming into the office after the deadline will be left up to the PD/PC's discretion. The PC will check to ensure the availability of the dates requested and then forward to the PD for final approval. Vacation guidelines are as follows:

- a) Vacations should generally be limited to one week (5 working days) at a time and may not necessarily include both weekends. Fellow will not be permitted to have more than two weeks (10 working days) of continuous vacation. If a fellow takes two weeks (10 working days) of vacation, the two weeks (10 working days) may not be from the same rotation but should overlap two rotations.
- b) Fellow may not be gone during certain programs (For example: fellow orientation, in-service exam, fellow farewell dinner, cadaver lab week, SIGN Nail Conference, or other times as specified by the Fellowship Program Director).
- c) ALL vacation requests will be processed through the Program Coordinator's office. When completing vacation requests, include ALL dates you are unavailable.
- d) Travel arrangements may not be made until final leave approval has been received.
- e) Vacation must not be taken during February or March, the first two months of the international rotation.

The program encourages the fellow to take vacation in increments of five (5 working days) at a time. However, vacation requests for smaller amounts of time will be approved on a case-by-case basis. A compilation of vacation time is kept by the Program Coordinator.

When an emergency arises and notification cannot be given in advance, the fellow still must contact the Program Coordinator AND Program Director. Any fellow gone from a rotation WITHOUT notifying the required personnel will lose a DAY OF VACATION and may face disciplinary action.

Out-of-Town Educational Conferences

The fellow will have 5 working days for educational leave. The fellow will also confirm coverage for their rotation responsibilities during the time they are away.

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

Fellow may be permitted to travel to present at other international educational conferences but will receive preapproval from the Program Director and the Chief of the Division.

ALL educational leave requests must be processed through the Program Coordinator's office. 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. Educational leave guidelines are as follows:

- f) Educational leave will need to be approved by the PD at least 60 days prior to the conference. If the fellow has already used the 5 days of educational leave, and is accepted to present at a conference, the PD will determine if additional educational leave will be approved/allowed.
- g) The fellow may not be gone during certain programs (For example: fellow orientation, in-service exam, fellow farewell dinner, cadaver lab week, SIGN Nail Conference, or other times as specified by the Fellowship Program Director).
- h) Travel arrangements may not be made until final leave approval has been received.

Extension of Training:

HSPs in the Global Surgery Fellowship program are allowed up to 30 working 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 30 total days per academic year. Education and interview leave is separate and not counted towards this limit.

HSPs who take more than 30 total days of leave in an academic year may have time added to the end of their training. The extension of training for any HSP will be reviewed and approved by the Clinical Competency Committee.

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AMENDMENTS OR TERMINATION OF THIS POLICY

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

The GME policy supersedes all program level policies regarding this area/topic. In the event of any discrepancies between program policies and this GME policy, the GME policy shall govern.

5. References

Creighton GME Omaha Institutional Leave Policy
<https://creightonuniversity.navexone.com/content/?public=true&siteid=1>

House Staff Agreement Contract