

Creighton UNIVERSITY

School of Medicine Family Medicine Residency Training Program	1 of 2		
Creighton University Family Medicine Residency		Last Reviewed/Update Date:	09/21/2023

Standard Operating Procedure: Leave

1. Purpose:

In compliance with the ACGME Institutional and Common Program Requirements as well as Creighton University, it is the goal of Creighton University Family Medicine Residency to outline the types of leave available to the residents in the program.

2. Scope:

This policy applies to all Creighton University Family Medicine residents.

3. Prerequisites:

Per the American Board of Family Medicine, residents must be in continuity clinic for 40 weeks per year in order for the year to comply with graduation. Vacation periods do not accumulate from one year to another. Refer to the ABFM and Creighton House Officer Policy for how many days of leave can be taken each year.

4. Responsibilities:

Resident scheduled leave requests are due 60 days in advance to the residency coordinator, chief residents, program director, and clinical scheduler. Sick leave requests are to be emailed ASAP and inform all affected parties to include the aforementioned as well as the current rotation points of contact. 40 weeks in clinic are under the responsibility of the resident to track.

5. Procedure:

Preferably residents will schedule the leave for the year in May of the previous academic year. If this is not accomplished, leave must be requested 60 days prior to the leave taken and approved by chief residents, program coordinator, program director, and clinic scheduler.

Leave forms must be filled out in full by the requestor and sent via email digitally by PDF. Images or paper forms will not suffice. If clinic, call, or emergency backup is already scheduled for the leave period, the requestor is responsible to find coverage.

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Once everything is approved, program coordinator will update leave in the New Innovations schedule and upload leave form to New Innovations Personnel File. Leave should only be requested for 5 weekdays and 2 weekend days per month.

Residents and fellows are not obligated to utilize their vacation time for instances where they require absence from clinic or rotation for a duration of up to half a day due to employment interviews. It is expected that they adhere to their rotation expectations and requirements by resuming work before and/or after the interview. To validate the interview, residents are required to furnish documentation, such as an invitation to interview that included the persons contact information.

6. References:

<https://www.theabfm.org/become-certified/residency-training-guidelines/Absence-Family-Leave-Policy>;

Creighton University Policy, House Staff Agreement Contract

7. Definitions:

N/A