 <p>Mercy MEDICAL CENTER DES MOINES <i>A member of Mercy Health Network</i></p>	GME Department Policy		Page 1 of 3	
	TIME OFF		Effective Date:	January, 2014
			Reviewed:	April, 2017

POLICY:

Mercy Medical Center Residency Programs expect residents to perform their duties as a resident physician for a minimum period of eleven months or forty-eight weeks each 12 month period of contractual obligation. Any absences or leaves of absence granted pursuant to Mercy’s employment policies and procedures exceeding a combined total one (1) month per academic year (defined as thirty calendar days or twenty week days) must be made up in order to receive credit for the program year unless their respective certifying board approves other exceptions.

DEFINITION:

For purposes of this policy, time off is defined as absence from work due to personal business (includes interviews for post-residency positions), illness, and vacation.


PROCEDURES:

A. Scheduling Days Off

Requests for time off should be submitted to the designated Chief Resident who will be responsible for the call schedule and coordinating approved time off within the residency program. All time off approved must also be submitted to the respective coordinator for recording.

B. Vacations, Holidays and Other Time Off

1. Residents are allowed four (4) weeks (20 working days) of time off for vacation, illness, maternity leave, or personal business per program year based on their contract dates. Any unused time off cannot be carried over from year to year and will not be paid out at the end of the academic year, upon termination of the resident or completion of the residency program.
2. Any leave of absence beyond the allotted 20 days will require the resident to make up the time, either before they are promoted to the next level or before completion of the program, unless their respective certifying board approves other exceptions.
3. Residents may not reduce the total time required in the program by foregoing time off.
4. General guidelines for requesting time off:
 - Call days on the holidays for the year are decided in July.
 - A maximum of five days during any required rotation.
 - No vacations will be granted between June 15 and July 15 without special consideration and approval of the chief residents and Program Director.
 - It is the resident’s responsibility to inform the attending physicians of planned absences at least 3 months prior to the time off.
 - Residents are encouraged to take vacation days in week blocks. Exceptions to this guideline must be approved by the respective Program Director.

 <p>Mercy MEDICAL CENTER DES MOINES <small>A member of Mercy Health Network</small></p>	GME Department Policy	Page 2 of 3	
	TIME OFF	Effective Date:	January, 2014
		Reviewed:	April, 2017

5. An unscheduled absence occurs when a resident does not report to his/her required service as scheduled or expected without making previous arrangements. Examples of unscheduled absences may include illness of employee or employee's immediate family member or leave for emergency situations. Minimum notification of an absence is ninety (90) minutes prior to the start of your shift. If you are scheduled to be on call, you must make up this call time.
6. An unscheduled absence is when staff are not at his/her work station as scheduled or expected without making previous arrangements in accordance with the guidelines outlined by the department. Resident unscheduled absences will be tracked according to the Corporate Policy 18.132 Attendance.

C. Leaves of Absence

1. Leaves of absence will be permitted pursuant to CHI's policies and procedures, the appropriate accrediting bodies, and federal and state law, as amended from time to time.
2. The combined total of all absences from the program, in excess of one month within any academic year, must be made up by resident before advancing to the next training level and/or completing the program.
3. Requests for leaves of absence should be made known to the Program Director as soon as possible after the commencement of each program year.

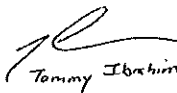
D. Interviews

1. Days absent from the residency program for interviews will require the use of vacation days when required by the respective certifying board. All days off for interviews must be approved by the Program Director.

E. Graduation

1. All graduating residents are expected to work through their contractual obligation which ends on June 30th.
2. Those residents desiring to leave earlier, will be required to use remaining vacation days.


F. Additional guidelines may be defined by each respective program.
Addendum A – General Surgery Residency/Plastics Fellowship


Tommy Ibrahim, MD

Signature

Chief Physician Officer

Title

 <p>Mercy MEDICAL CENTER DES MOINES <i>A member of Mercy Health Network</i></p>	GME Department Policy		Page 3 of 3	
	TIME OFF		Effective Date:	January, 2014
			Reviewed:	April, 2017

Addendum A

General Surgical Residency/Plastics Fellowship

1. 10 of the 20 days may be assigned by employer. The remaining 10 days may be taken at the discretion of the resident. Block rules will apply.
2. Time off around the Christmas-New Year holiday will count as vacation days.
3. There will be no vacation time allowed for PGY-4's or PGY-5's the first two weeks of May to allow for Mock Oral attendance.
4. External rotations requests must be approved by the Program Director and GME Committee. Residents requesting an external rotations must meet the following criteria:
 - a. Must have a score at or above the 50% on the Absite exam within the current or prior year.
 - b. Resident must provide to the Program Director the reason they want to do the external rotation and what knowledge and skills they wish to achieve with the rotation. This includes providing specifically defined objectives.
 - c. Rotation may only occur at an accredited site.

