

LEAVE POLICY

The UND Surgical Residency Program allows residents' time away from work based on the University of North Dakota guidelines and the following department specific regulations. All time away from work during regularly scheduled duty hours (including scheduled call) must be accounted for through the Department of Surgery administrative office.

The ABS/ACGME requires all residents in training to complete a minimum of forty-eight (48) weeks on duty each year. Any time off in excess of four (4) weeks per year will require the resident to complete the equivalent amount of time in training to receive credit for that year. **Exceptions will follow guidelines from the ABS leave policy.**

Leave may be divided into the following categories:

1. Vacation –

- a. Each resident is granted 21 total days of vacation time each academic year. This vacation time is divided into 15 weekdays and 6 weekend days. Department policy recommends that leave be taken in increments of two (2) one week requests, (1) week in the first six (6) months of each academic year (July 1- Dec 31) and one (1) week in the second six (6) months per year (Jan 1-June 30). The 3rd week may be split, remembering that 2 of these days must be weekend days. The maximum vacation allowed is 2 weeks or 14 total days, per 6 months. If a resident chooses to take vacation in a week in which a holiday is present, that holiday will be included in their vacation time.
- b. Residents are required to submit a minimum of one week vacation request for the first six month block by May 1st each year, and requests for all remaining vacation days must be submitted by September 1st of each year of which one week must be in the second six month block of the year. Approval notifications for the May 1st request date will be back to the residents by June 1st and by October 1st for the September 1st request deadline. If these requests are not received by these dates, vacations will be assigned arbitrarily by the Administrators.
- c. Individual leave requests must be entered into Medhub and submitted 30 days prior to the requested leave dates for each period of time being requested. All leave requests must be approved first by the Chief Admins, then by the Program Administrators and/or Program Director. Residents are not allowed to leave for their requested leave until they have received an email that their Medhub request has been approved. **Verbal approval is NOT allowed or accepted.**
- d. Vacation requests will be allocated by seniority in the residency program and then on a first come, first serve basis. Only one resident will be allowed vacation or meeting attendance from each service at any given time. Chief residents will not be allowed to be on back-to-back leave from the same institution; there must be at least one week in between these requests. Residents should be aware that peak surgical scientific meeting times are in March, April and October of each academic year and include the following meetings: ACS, SAGES, SWSC, Midwest Surgical Association and the ND/SD ACS Chapter meeting. These meeting dates will be blocked out in Medhub to prevent vacation requests from being submitted. In addition, residents should refer to the rotation schedule and the call/leave guidelines, when selecting leave time as there are specific months at each institution where resident leave will be allowed.
- e. For all institutions, leave will not be allowed during the month of July, the two weeks prior to the ABSITE examination, or the last three weeks of June (see institution

specific guidelines for additional leave restrictions). Residents will not be allowed to request the same holidays off each academic year. Vacation requests that do not conform to this policy will not be approved unless extenuating circumstances are present. (death, birth, adoption, significant family/personal illness, etc. or preliminary resident transferring to another program or Chief resident leaving for Fellowship that begins on July 1st).

REMEMBER: Only dates listed on your leave request form will be approved. If you request only a Friday or a Monday off on a leave request, that is the only day you will be approved to be gone. If you do not request these weekend days, you are required to remain in town and must be available for work on Saturday and/or Sunday. **ONLY DAYS REQUESTED are guaranteed days off. This applies for holidays as well.** If your intention is to be gone the day prior or after a holiday, you cannot submit a leave request for just those days, you must include the holiday as well or you will be required to work.

The following holidays should be considered as a weekend, and only residents who are on call need to be at work.

- New Years Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

All other holidays are considered normal work days.

2. **Administrative Leave** – Administrative leave will be granted for administrative issues such as licensure requirements, visa/citizenship requirements, and interviews for residency, fellowship or subsequent employment, in some instances teaching commitments and choice meetings. A maximum of seven (7) days of administrative leave will be given.
 - a. **Virtual Interviews** – When a resident is participating in virtual interviews for residency, fellowship or subsequent employment and able to work a partial day they will use ½ a day of administrative leave per day.
3. **Sick Leave**. Residents will be given twelve (12) calendar days of paid sick leave per academic year for personal and dependent illness. Medical verification will be required for absences greater than 24 hours due to illness. Residents are required to notify the Program Administrators and/or Program Director of any absence due to illness at the time the sick leave is requested. Additional unpaid sick leave may be granted with written permission from the Program Director. All sick leave will not be credited as training time and will result in makeup requirements in order to complete the minimum surgical training requirement of 48 weeks as determined by the American Board of Surgery.
4. **Parental Leave**. The department parental leave policy is identical to the UND parental leave policy. Please see the UND Leave Policy for Residents under UND Policies.
5. **Leave of Absence**. The Department of Surgery leave of absence policy is identical to the UND leave of absence leave policy. Please see the UND Policy section.
6. **Funeral Policy**. This policy is identical to the UND policy. Please the UND Policy section.

7. Jury duty. When a resident receives notification of Jury duty, please inform the office immediately.

8. Educational Conferences or Course

- a. PGY-2 residents will be required to attend the American College of Surgeons (ACS) Residents as Teachers and Leaders meeting. Expenses will be covered by the department. **(No vacation or Admin days are required for this conference)**
- b. PGY-3-4 residents will be allowed to attend one educational meeting of their choice during the two-year period. Provided they are in **good academic standing***, which will be reimbursed by the UND Department of Surgery for travel expenses in accordance with UND policy. **(Vacation or Admin days must be used to cover these conferences) (Department of Surgery will cover up to \$2000.00, of your expenses to attend these meetings).** Residents need to book travel and lodging within 30 days of registration opening of the choice conference. If the hotel is not booked at the conference rate, the resident will be responsible for paying the difference.
- c. PGY-5 residents will be required to attend the American College of Surgeons (ACS) Annual Clinical Congress meeting as their educational conference. Travel expenses will be covered by the department. **Extra courses above the regular conference registration are the responsibility of the resident. (No vacation or Admin days are required for this conference).** Chief residents need to book travel and lodging within 30 days of registration opening for the Congress. If the hotel is not booked at the conference rate, the resident will be responsible for paying the difference.
- d. Any PGY-3-5 resident who scores below the 20th percentile on the ABSITE examination will not be allowed to go to **a choice conference**.
- e. Leave requests must be submitted in the appropriate time frame **(at least 30 days prior)** for educational conferences or courses.
- f. In addition, residents whose work has been accepted for presentation at a local, regional, or national meeting will be given additional leave to attend this meeting and present their work. Expenses (for resident only) for this meeting will be reimbursed by the Department of Surgery. **Travel and Lodging needs to be booked by the resident within 2 weeks of presentation acceptance.** Residents are required to notify the department at the time of submission of their abstract. **(If presenting- the day prior, the day of and day after your presentation will be covered by the Dept of Surgery. Any additional days outside of that range, residents will be required to use vacation or admin days and will be responsible for the additional expenses)**
- g. **All receipts must be sent to the office within 2 weeks of returning from the conference, as the reimbursement needs to be submitted and approved to Payment and Procurement within 30 days of return.**
- h. In some cases residents may be required to share a hotel room with another resident of the same gender.
- i. **Choice meetings - Residents going to a conference (where they are not presenting) will make a 10 minute presentation about their experience and education at the conference, and present at the following Friday conference.**

Updated 11-30-23

*Good academic standing = promotion without any contingencies and ABSITE score above the 20th percentile.