

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. Residents must be aware that 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. Leave time in excess of three (3) months per year will require an additional year of training.

Leave may be divided into the following categories:

1. **Vacation** – 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 requires that leave will be taken in increments of two (2) one week requests and the 3rd week may be split remembering that 2 of these days must be weekend days. The minimum leave time will include 5 weekdays and 2 weekend days. The week of vacation will run from Monday morning to the following Sunday at midnight. The maximum vacation allowed is 2 weeks or 14 total days. 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. Each resident is required to take a minimum of one (1) week in the first six (6) months of each academic year (July 1-December 31) and one (1) week in the second six (6) months per year (January 1-June 30). Residents may take up to two (2) weeks in each six month block.

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. All residents should be working holidays, etc. unless you have requested this time off.

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 department office. Individual leave request forms must be completed and submitted 30 days prior to the requested leave dates for each period of time being requested. All leave requests must be approved by the Program Coordinator and Program Director or his designee. Residents are not allowed to leave for their requested

leave until they have received a copy of their approved leave request form. Verbal approval of leave forms are **not** allowed or accepted.

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 institution 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. No vacations will be approved during these meeting times. 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. 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 require approval by the Program Director or Chairman. They will not be approved unless extenuating circumstances are present.

2. **Administrative Leave** – Administrative leave will be granted for administrative issues such as licensure requirements, visa requirements, citizenship requirements, and interviews for residency, fellowship or subsequent employment and in some instances teaching commitments. A maximum of seven (7) days of administrative leave will be given. This includes five weekdays and two weekend days.
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 Director's office 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 paragraph 5 in the UND Leave Policy for Residents under Section F of 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 paragraph 6 in the UND Policy section.
6. **Funeral Policy.** This policy is identical to the UND policy. Please see paragraph 8 in the UND Policy section.
7. **Moving Leave.** Due to the requirements for travel to different locations in the surgical residency program, appropriate moving time is allocated for these

moves. A leave request form is necessary for moving leave time and should be submitted within the appropriate time frame. The following number of days of leave are given for moves between the locations of the residency program.

- A. Move between Fargo and Grand Forks – 2 days (only if physically moving between Fargo and Grand Forks—those moving from Fargo to the UND apartment will not be given moving days)

No moving time is given for elective or rural surgery tract rotations outside the local area.

- 8. **Educational Conferences or Course.** PGY-3-4 residents will be allowed to attend one educational meeting per year, provided they are in **good academic standing***, which will be reimbursed by the UND Department of Surgery up to \$1500 (see travel reimbursement policy). PGY-2 residents will be required to attend the American College of Surgeons (ACS) Residents as Teachers meeting and the PGY-5 residents will be required to attend the American College of Surgeons (ACS) Annual Clinical Congress meeting as their educational conference. Any PGY-3-4 resident who scores below the 20th percentile on the ABSITE examination will not be allowed to go to an educational meeting and must complete the NY Review Course the Department has purchased according to the assigned schedule provided by either the Program Director or one of the Associate Program Directors. Leave requests must be submitted in the appropriate time frame for educational conferences or courses. 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. **This is limited to one meeting per year.** Expenses (for resident only) for this meeting will be reimbursed by the Department of Surgery.

July 2010; July 2011; May 2012; July 2013

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