

IOWA LUTHERAN HOSPITAL FAMILY MEDICINE RESIDENCY PROGRAM

Policy: Vacation and Time Off Protocol

In accordance with the ABFM Policy, all Iowa Lutheran Hospital house staff are allotted 20 days of PTO and a maximum of five days conference time. A vacation week must be scheduled four weeks in advance. Vacation taken in 1-2 day increments may be scheduled two weeks in advance. CME time must be scheduled four weeks in advance, and a copy of the conference brochure must be attached to the request.

All time out of the office or off service (except day of illness notification) must be requested on the official Leave/Schedule Change Request form, which is available in the Staffing Office. Illness must be reported to the family medicine residency office by calling 265-1050 as soon as the resident knows he/she will not be in. Sick days are deducted from PTO. Vacation must be taken in whole days. Urgent requests can be approved only by the director, and approval will be granted according to the priority of the reason for the request.

In accordance with ACGME guidelines, vacation/CME days may not be carried over to the next year, and unused leave will not be paid on termination of contract. Time off during the two-week breakout periods (two weeks in June/December) will not be granted. Vacation time during family medicine inpatient service rotation cannot be taken when both the first- and third-year resident would be gone. Vacations or "time off" should be avoided during inpatient pediatric rotations at Blank Hospital or a required two-week rotation. Approval is the prerogative of the attending. No more than one resident can be absent from rotations where participation at LaClinica is a required part of that rotation. Replacement coverage for LaClinica must be arranged in advance of the time off. Residents will work with the residency coordinator to discuss options.

Approval of the request will come only when all conditions/limitations have been checked in the family medicine administrative office and will be noted by a signature/initials on the line reading "Schedule Changed as Requested." Only two (2) residents per class and only two (2) residents from each hall of the Family Medicine at East Des Moines can be gone at the same time. Exceptions will be considered. This includes vacation, continuing medical education, military leave, or any other absence. These rules will be enforced to ensure proper patient coverage in the Family Care Center.

All times "on call" during requested vacation are the responsibility of the resident. All residents must sign out their patients to another resident. Obstetrical patients must be signed out individually. All patients should be signed out to a team member.

The Family and Medical Leave Act (FMLA) of 1993 is followed as appropriate. However, educational time requirements must be met for full completion of the program.