PULMONARY AND CRITICAL CARE MEDICINE
FELLOWS LEAVE POLICY

Policy: Fellows may request leave that is consistent with University and House Officer Policies

Procedure:

Annual Leave Policy

All requests for annual leave must be submitted to the program coordinator, Sheryl Latenser and approved by the program director or associate program director. Annual leave may be requested during research time or selected clinical rotations. Prior to requesting leave, the fellow should clear the request with their research mentor, the director of the elective or attending on the service at the time of anticipated leave.

Leave can’t be requested during CCM rotations or the Pulmonary Consult rotations at both UNMC and the VA.

Educational Leave Policy

Fellows are entitled to five (5) days of paid educational leave per year as outlined in the house officer’s handbook. This leave may be used at any time but if the fellow is on a clinical service he/she must obtain permission from the Service attending and the program director to take leave. The fellow must fill out an Educational Leave Form available from the program coordinator and obtain the necessary signatures for approval. The fellow must return this form to the program coordinator. If leave is to be taken during a clinical rotation, it is the fellow’s responsibility to obtain coverage. Educational leave may be used to take board examinations but it does count against the five days available per year. Educational leave days are paid but this does not imply that the Division will pay for the educational activity.

Emergency Leave

In the event of an emergency need, the program director may grant vacation leave with little or no advance notice, if in the opinion of the program director circumstances warrant. If the Family and Medical Leave Act will be invoked by the nature of the leave, appropriate paperwork will be completed by Carolyn Nussrallah.

Family Medical Leave

See Maternity Policy.