

NORTHWESTERN UNIVERSITY FEINBERG SCHOOL OF MEDICINE
DEPARTMENT OF SURGERY
POLICIES & PROCEDURES

Resident Absence Policy

Updated October 2022

PURPOSE

To clarify resident communication responsibilities regarding planned and unplanned absences from clinical responsibilities. This includes time off for vacation, illness, interviews, conferences, jury duty, maternal, parental, FMLA, and other time off that may not be listed.

PERSONS INVOLVED

Any McGaw or visiting resident rotating on Department of Surgery rotations.

TIME OFF

McGaw trainees are provided the allotted time off:

Illness Leave: 10 days of paid sick leave per appointment year

Vacation: 3 weeks (PGY 1), 4 weeks (PGY 2 and above)

Interviews: Absences must adhere to ABS policy (minimum of 48 weeks of clinical work)

PROCEDURES

Residents who are rotating on a Department of Surgery rotation must inform the rotation's TEC (Teaching Education Coordinator) about any and all planned or anticipated absences from clinical duties as early as possible, and no later than two weeks prior to the start of the rotation. This includes vacations, interviews, meetings, as well as sub-specialty conferences and/or events. If a resident is unable to provide two week's notice, the resident should contact both the TEC and their program director to obtain consent for the absence. In the event of unplanned absences such as one from an illness or disability, residents should notify the chief resident on the rotation, administrative chief residents, and TEC who will arrange cross coverage. The rotation TEC's are listed below.

Rotation Name	TEC
CDH Vascular	Dr. Sherazuddin Qureshi
Bethke App	Dr. Kevin Bethke
Blue	Dr. Jeff Fronza
Breast	Dr. Nora Hansen
Colorectal	Dr. Vitaliy Poylin
Endocrine	Dr. Dina Elaraj
GI / MIS	Dr. Eric Hungness
Lurie Children Pediatrics	Dr. Rashmi Kabre
Mueller App	Dr. Kyle Mueller
NtFloat	Dr. Nabil Issa
Plastic	Dr. Jason Ko
SICU	Dr. Anne Stey
Surg Onc	Dr. Ryan Merkow
Thoracic	Dr. David Odell
Transplant	Dr. Derrick Christopher

Trauma/ES	Dr. Michael Shapiro
Trauma Stroger	Dr. Matt Kaminsky
VA Gen Surg	Dr. Abby Tarbox
Vascular	Dr. Karen Ho