

## **ATTENDANCE & PUNCTUALITY & LEAVE Policy**

The presence of each resident, when scheduled, is essential for education and providing patient care. The program recognizes that a resident may occasionally become ill or encounter emergencies and be unable to report to work.

The American Board of Surgery now requires all absences, vacation, meeting and interview days be recorded on the application for the qualifying exam. **A minimum of 48 weeks of full time surgical experience is required per residency year.**

### **Procedure for Reporting Absences**

Prior to the beginning of his/her shift (unless not feasible to hospitalization, etc) or immediately if resident becomes ill or is unable to work for any reason while at work, resident is required to:

- 1) Contact the program director, Dr. Lauren Dudas by email (and text if <1 hour from start of shift)
- 2) Contact the chief admin resident and the chief resident of service.
- 3) Contact residency program administrator by email
- 4) Contact the service faculty or chief faculty of the service to make them aware of potential coverage changes for the day.

### **Tardiness**

Showing up late to work (>15 minutes after start shift or sign out) will be monitored. Reports of tardiness will be confirmed with resident. Recurrent unexcused offenses will be subject to disciplinary action and notation of concern of professionalism in the resident's file.

### **Failure to do so may result in disciplinary actions.**

- Detailed information regarding leave can be found at <https://policies.wvu.edu/finalized-bog-rules/bog-talent-and-culture-3-5-employee-leave>

Excessive/unexplained absences may affect your competency evaluation, promotion to the next level of training and/or application to the American Board of Surgery.

Untimely notification of absence if resident is not hospitalized (IE after start of shift) will count as a failure to report the absence and is subject to disciplinary action.