Vacation Logging in New Innovations

2021 PC Retreat
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McGaw Medical Center of Northwestern University
Overview

• Vacation Leave Policy
• McGaw Vacation Audits
• Important Reminders
• Logging Vacation
• Reviewing Logs
• Reporting
• Wrap-up
Vacation Leave Policy & McGaw Vacation Audits

Northwestern Medicine
Feinberg School of Medicine
Vacation Leave Policy

Found on McGaw Website (mcgaw.northwestern.edu)

- McGaw Website -> Benefits & Resources -> Time Away from Training

Time Away from Training

McGaw realizes that trainees may need to take time away from training for a variety of reasons. We will work with you to accommodate this as needed. All trainees should be aware that additional time away from training (in addition to the six weeks allotted each academic year for vacation, education, and sick leave) may require an extension of training beyond the originally anticipated completion date in order to comply with certifying ABMS board requirements and ensure satisfaction of ACGME milestones requirements for his/her specialty. Time on leave cannot count toward training.

It is the responsibility of the Program to be knowledgeable of the specialty board’s rules and inform trainees of limits, if any, in allowable absences. While vacation time will not accrue during any needed extension of training, the housestaff member will receive full stipend and benefits. If training is extended to make up for time spent on short-term disability, the stipend provided during the extension will be at the PGY level during which short-term disability was taken.

- Educational Leave
- Family and Medical Leave
- Jury Duty
- Maternal Leave
- Military Leave
- Parental Leave
- Sick Leave
- Vacation Leave
Vacation Leave Policy

Vacation Days

- PGY-1: 3 weeks paid vacation per appointment year.
- PGY-2 and above: 4 weeks paid vacation per appointment year.
- No carryover from year-to-year.

To encourage wellness and well-being, all housestaff are expected to use all vacation days each year.
McGaw Vacation Audits

• GME office audits the vacation logs of all McGaw residents and fellows.
• GME sends audits to programs.
• We pull duty hour reports from New Innovations for vacation days only.
• We tally the total number of vacation days logged within each trainee’s appointment year.
• Audits show the vacation bank, vacation logged, and vacation remaining.
  • Vacation Bank: PGY-1 = minimum 15 days, PGY-2+ = minimum 20 days.
  • If trainee has logged the minimum bank requirement, they are marked as “completed”.
  • We will include notes if we notice any potential logging issues.
Sick & Educational Leave Days

• Each housestaff member is provided **10 paid sick days** per academic year.
• Housestaff in their second post-graduate year or higher may discuss with their Program Director the utilization of up to 5 days of paid **educational leave** per academic year.
• Sick and educational leave days **are in addition to vacation** and should be logged with their appropriate duty types ("Sick", "Conference", etc.).
• Vacation should not be entered on the same day as sick or approved educational leave hours.
Vacation Logging Reminders

• All vacation must be logged in New Innovations.
  • Trainees can log future vacation.
• Use the Log Vacation button in New Innovations.
• Vacation day = 24 hours (no partial days).
  • Update default for vacation entry to 24 hours (start time: 12am), if needed.
• Vacation cannot overlap with work, sick, or approved educational leave hours.
• Unused vacation must be removed from the log.
How to Log Vacation
A Brief Overview

Duty Hours → Log Hours → Select the “Log Vacation” button below the Duty Type box
How to Log Vacation

Examples

Example for logging 1 vacation day on April 15, 2021

Example for logging 5 vacation days April 19-23, 2021
How to Delete Vacation

Delete Individual Entry

Click on the chevron to the left of the vacation entry. Select “Delete” and then “OK”.

NOTE: If you do not have the option to delete, contact Chelsea.
How to Delete Vacation

Delete in Bulk

View Hours → Enter Date Range → Select “Edit in Bulk”

“Action” drop-down → Select “Delete” next to each entry that needs to be deleted

Select “Save”. If entries span over one week, select “Save and go to Next Week”. 

NOTE: If you do not have the option to delete, contact Chelsea.
Reviewing Logs
Reviewing Vacation Logs

View Trainee’s Log

Duty Hours → View Hours

My Duty Hours: View Hours

<table>
<thead>
<tr>
<th>Log Hours</th>
<th>View Hours</th>
<th>Violations</th>
<th>Sign Off Hours</th>
</tr>
</thead>
</table>

Enter Date Range

From: 7/1/2020   To: 6/30/2021   Update

Select the trainee from the drop-down on the top right of the log.

KEEP IN MIND:
Make sure the date range aligns with the program’s academic year, but be mindful of off-cycle trainees. The vacation bank is determined by the trainee’s specific appointment year.

NOTE: You can quickly search for the vacation days on the log by selecting CTRL + “F” on your keyboard to find “vacation”.

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Reviewing Vacation Logs

Things to Look out For

• Make sure vacation entries fall within correct rotations.
• Any overlapping entries will be marked with a red asterisk.
• Confirm vacation is not entered on same day as work, sick, approved educational leave.
• Look out for partial day vacation entries (less than 24 hours).

We rely on your assistance in reviewing logs to ensure trainees’ compliance with vacation logging.
Reporting
Reporting

Pull Vacation Reports from New Innovations

Duty Hours → Reports

Usage → Hours Logged → By Person or Rotation

Usage

Hours Logged
Examine a detailed list of duty hour log entries.

By Person or Rotation
By Location
Reporting
Pull Vacation Reports from New Innovations

Update date filter to program’s academic year and highlight all relevant programs.

Check “Filter by Duty Type” and highlight “Vacation”. Filter any other sections as needed. Click on View Report. Scroll to the bottom and select “Export to Excel”.

Hours Logged

<table>
<thead>
<tr>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept. of Dermatology/DERM-Medicine/Dermatology</td>
</tr>
<tr>
<td>Dept. of Dermatology/DERM-Micrographic Surgery and Dermatologic Onc</td>
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<tr>
<td>Dept. of Dermatology/DERM-Pediatric Dermatology</td>
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<tr>
<td>Dept. of Emergency Medicine</td>
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<tr>
<td>Dept. of Emergency Medicine/EM-Emergency Medicine</td>
</tr>
<tr>
<td>Dept. of Emergency Medicine/X-ASTP-Emergency Medicine Administration Fellowship</td>
</tr>
<tr>
<td>Dept. of Emergency Medicine/X-ASTP-Emergency Medicine Education Fellowship</td>
</tr>
<tr>
<td>Dept. of Family Medicine</td>
</tr>
</tbody>
</table>

Duty Types, Statuses, Rotations & Locations

- Filter by Duty Type
  - All | None | Invert
  - Swap
  - Transition of Care
  - Unpaid Leave
  - Unscheduled Personal Time Off
  - VA Time
  - Vacation
  - Work From Home
  - Work Hours

- Include archived
- Filter by Status (residents are displayed by default)
- Filter by Rotation
- Filter by Training Location
Wrap-Up
Key Takeaways

• Housestaff must utilize and log all of their allotted vacation time for each appointment year.
  • PGY-1 = 3 weeks (minimum 15 days)
  • PGY-2 and above = 4 weeks (minimum 20 days)
• Vacation day = 24 hours.
• Watch out for overlapping vacation with other duty hours.
• Watch out for accidental duplicate entries.
• Remove unused vacation from the log.
• Check out training video and the New Innovations Knowledge Base (under the Help in the top right of the homepage).
Thank you!
Questions? Email me!

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