

Resident Urgent Absence/Out Sick and Coverage Policy *(revised 4/20/2026)*

- Residents who help out to cover an urgent absence/sick resident's shift will receive a reciprocal shift off, scheduled by program leadership, and will be added to a “pool”.
- When calling off, if a resident’s absence results in redistribution of clinical responsibilities to another resident, the absent resident will be required to help provide coverage for a future shift of a resident in the coverage pool after returning to duty – to be scheduled by program leadership.
- Residents who call off when scheduled in the IMC must make up the clinic shift within the following week. *A proposed IMC shift make-up date is required to be communicated at the time of the call-off to support patient continuity and timely access to care.*

Call-Off Communication Requirements:

- **First or Second call-off (academic year):** Must call and verbally notify the Chief Residents.
- **Third call-off (academic year):** Must call program leadership to verbally notify them and arrange make-up shifts; the Chief Residents must also be notified by text.
- **All call-offs:** After completing the required communication above, residents must submit the “**Resident Call Off Form**” on [Summalearner.com](https://summalearner.com) -> [Schedules](#).

Policy Scope: *This policy applies to acute illnesses or issues anticipated to resolve within one to three days. At the discretion of program leadership, residents may be required to obtain return-to-work clearance through Employee Health. This policy does not apply to extended leaves of absence, which must be reviewed and approved by program leadership in accordance with institutional and GME leave policies.*