

Policy: Leave of Absence

DEPARTMENT SPECIFIC: Only affects one department.							
Folder	Medical Staff Services			Sub-Folder (If Applicable)	n/a		
Effective Date	4/12/2005	Approved Approver/Date	Credentials Committee 4/18/17; Medical Executive Committee 4/25/17; Board of Trustees 4/27/17				
Last Reviewed/ Revised Date	4/29/2020	OSHA Category (If Applicable)	Not Applicable	Standard (If Applicable)	NA	Number of pages	3

PURPOSE:

To outline the conditions and procedures for members of the Medical Staff to request a leave of absence.

GUIDELINES:

Leave of Absence (LOA) shall be defined as a voluntary absence from hospital duties, not to exceed one (1) year.

PROCEDURE:

1. REQUESTS FOR LEAVE –a Medical Staff member may obtain consideration of approval for a voluntary LOA by submitting a written request to the Medical Executive Committee (MEC) thirty (30) days prior to the requested leave date whenever practicable. The request shall state the *approximate* period of leave desired and the reason for the request. *A leave of absence may not exceed one year, except in the case of leave for military service. An LIP on leave for military purposes will be placed on Administrative leave until further notice. (The time necessary to process an initial LOA request or a request for reinstatement should not be included in the requested LOA timeframe).*

The request shall be submitted to Medical Staff Services. Said request will be presented at the Medical Executive Committee (MEC) meetings for recommendation and the Hospital Board of Directors for final decision (Hospital Board). The practitioner will be notified of the decision.

In the event the request is approved, *the practitioner shall be responsible for arranging coverage for all of his/her patients and shall meet all obligations to the hospital, including completion of all medical records.*

In the event that the Hospital Board disapproves the LOA request, the affected practitioner shall not be entitled to procedural rights according to the Medical Staff Bylaws, Article 9.07.c.2.d.

During the period of the leave, the member shall not exercise clinical privileges at the hospital. Membership rights and responsibilities shall be inactive.

2. TERMINATION OF LEAVE – Not less than thirty (30) days prior to the termination of the LOA, or earlier, the Medical Staff member must request reinstatement of privileges and *reactivation of membership*, by submitting a written notice to that effect to the Medical Executive Committee (MEC). This request shall be submitted to Medical Staff Services. The staff member will submit a summary of relevant activities during the leave, *if the Department, Credentials Committee, or MEC so requests. If the leave was for medical reasons, the practitioner must provide a fitness for duty note from the treating physician and/or Occupational Medicine.*

Reinstatement will be made by action of the Medical Executive Committee (MEC). Prior to taking action, the MEC may require the practitioner to undertake a medical evaluation if the reason for the LOA was related to physical or mental illness. If the MEC denies reinstatement, the matter will be forwarded to the Hospital Board of Directors for a final decision. If the requested return date is past the time for the member's reappointment, he or she must submit a reapplication form and be reappointed by the Hospital Board of Directors before resuming his or her medical staff membership and privileges.

3. FAILURE TO REQUEST REINSTATEMENT – Failure, without good cause, to request reinstatement at least thirty (30) days prior to the leave termination date will be deemed a voluntary resignation from the Medical Staff. Upon the termination date, membership and privileges will automatically cease. An LIP whose membership and/or privileges are automatically terminated shall be entitled to the procedural rights provided in the Bylaws, Article 10, for the sole purpose of determining whether the failure to request reinstatement was unintentional or excusable, or otherwise. A practitioner whose membership is automatically terminated is eligible to apply to the Medical Staff in accordance with Medical Staff policy regarding initial applicants.
4. The Medical Staff member will be sent an application for reappointment in accordance with Medical Staff policy while on leave. A member who has been granted a leave of absence whose appointment and privileges to the Medical Staff expire during the time

of absence *due to failure to apply for reappointment will be required to submit a new application.*

REFERENCES:

HcPro--The Top 45 Medical Staff Policies and Procedures, Fifth Edition, Todd Sagin, MD, JD

Attachments:

None