

## **LEAVE OF ABSENCE GUIDELINES**

### **FOR MEDICAL STAFF AND ALLIED HEALTH PROFESSIONALS AT ST. MARY'S HOSPITAL MEDICAL CENTER, ST. NICHOLAS HOSPITAL, ST. VINCENT HOSPITAL & ST. CLARE MEMORIAL HOSPITAL**

- ❖ A Medical Staff appointee or Allied Health Professional must request a leave of absence in writing if they will be away from Medical Staff and/or patient care responsibilities will be longer than 60 days.
- ❖ If you will be away from Medical Staff and/or patient care responsibilities for longer than 14 days and the reason for your leave of absence is related to your physical or mental health you must request a leave of absence.
- ❖ The written request should be addressed to the CEO/COO and include the beginning and ending dates of the leave, which shall not exceed one year, and the reason for the leave. This request will be submitted at least 30 days prior to the anticipated start of your leave.
- ❖ The relevant department chairperson, Medical Staff President and/or the CEO/COO will determine whether the request for leave of absence will be granted.
- ❖ During this leave, the provider may not exercise any clinical privileges/scope of practice and will be excused from Medical Staff and Allied Health Professional responsibilities (e.g. meeting attendance, committee service, emergency service call obligations) during this period.
- ❖ Required expired items that come due during the leave of absence will not be required until reinstatement of privileges or scope of practice (e.g. current malpractice certificate, alternate coverage arrangements, DEA, Licensure, etc).
- ❖ If the provider's current appointment is due to expire during the leave of absence, a reappointment application will be sent to their home. It must be completed or their appointment and clinical privileges/scope of practice will lapse at the end of the appointment period.
- ❖ 30 days prior to returning from a leave of absence the provider must submit a request for reinstatement with a written summary of professional activities during their leave. The provider must also provide current documentation of expired items along with any other information requested by the hospital. The request for reinstatement will then be reviewed for recommendation of reinstatement. The provider will then be notified of the decision.
- ❖ If leave of absence was for health reasons (except for maternity leave), the request for reinstatement must also be accompanied by the completed health assessment form (provided by Medical Staff Services) from the provider's physician indicating the provider is physically and/or mentally capable of resuming a hospital practice and can safely exercise the clinical privileges/scope of practice requested
- ❖ Absences for longer than one year shall result in automatic relinquishment of appointment and clinical privileges or scope of practice unless an extension is granted by the CEO/COO.
- ❖ Remember - leaves of absence are matters of courtesy, not of right.
- ❖ The above information is referenced in the Medical Staff Bylaws, Credentials Policy 6.F. Leave of Absence and in the Policy on Allied Health Professionals 7.F Leave of Absence.