

GETTYSBURG HOSPITAL
STANDARD POLICY/PROCEDURE

Effective Date: Board Approval 12/20/07

Responsible Dept. Medical Affairs

Number: 110

Revised Date(s): 3/09*

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* Reviewed without revisions

TITLE:

Leave of Absence Policy Procedure

PURPOSE:

To provide a mechanism that will enable a Medical Staff member to obtain a leave of absence when they will be away from their patient care and medical staff responsibilities for longer than 30 days.

POLICY:

This policy will be activated when a member of the Gettysburg Hospital Medical Staff requests a leave of absence.

PROCEDURE:

A. Requesting a Leave of Absence

1. A staff member may request a voluntary leave of absence from the Medical Staff by submitting written notice at least one month prior to the date of the requested leave to the President of the Hospital, Vice President of Medical Affairs and/or President of the Medical Staff. Exceptions to this requirement are documented health reasons, military service, or death of an immediate family member. The notice must state the reason and the exact beginning and ending dates of the leave request.
2. A leave of absence may not exceed one year except for involuntary military service. A leave of absence request may be granted subject to such conditions or limitations as determined to be appropriate.

B. Granting a Leave of Absence

1. When the reason for the leave request is related to the individual's physical or mental health or otherwise to their ability to care for their patients safely and competently, the President of the Hospital may consult with the President of the Medical Staff to approve an automatic leave of absence.
2. After consultation with the Vice President of Medical Affairs, President of the Medical Staff and/or the relevant Department Chief, the Hospital President will determine if a request for a leave of absence will be granted.
3. The granting of a leave of absence or reinstatement may be conditioned upon the individual's completion of all medical records.
4. The individual will not exercise any clinical privileges during the leave of absence. They will also be excused from all medical staff responsibilities, i.e., meeting attendance, committee service, and emergency service call obligations.
5. If an individual's current appointment is due to expire during the leave, the individual must apply for reappointment or their appointment and clinical privileges will lapse at the end of that appointment period.

C. Return from a Leave of Absence

1. At least sixty (60) days prior to the termination of the leave, the individual must request reinstatement of his or her privileges and prerogatives by submitting a written notice and summary of his or her activities during the leave, to the Department Chair, Credentials Committee Chair, Vice President of Medical Affairs, Medical Staff President, and/or Hospital President.

- 2. If all the individuals listed above make a favorable recommendation on reinstatement, the Staff member may immediately resume clinical practice at the hospital. This reinstatement will then be forwarded to the Credentials, Medical Executive Committee and Hospital Board of Directors meetings for ratification.
- 3. If there are any questions or concerns about the individual’s request for reinstatement, the request will be forwarded to the Credentials Committee, Medical Executive Committee, and Hospital Board of Directors meetings for review and ratification before the practitioner resumes clinical practice.
- 4. When the leave has been granted for treatment of any physical or mental disorder, the request for reinstatement must be accompanied by a report from the individual’s physician indicating that the individual is physically and/or mentally capable of resuming a hospital practice and safely exercising the clinical privileges requested.
- 5. Unless an extension is granted by the Hospital President, an absence for longer than one year will result in the automatic relinquishment of Medical Staff appointment and clinical privileges. Extensions will be considered only in extraordinary cases, i.e., a military tour of duty.
- 6. Failure without good cause to request reinstatement or to provide the summary of activities and such evidence of recovery as above provided for, or such additional information as the Medical Executive Committee may require before termination of the leave, will result in automatic termination of Staff membership, privileges and prerogatives, without right of hearing or appellate review.
- 7. A request for Staff membership subsequently received from a Staff member that was automatically relinquished will be submitted and processed in the manner specified for initial appointment applications.

D. Denial of a Leave of Absence or Reinstatement

- 1. Leave of absence is a matter of courtesy, not of right. In the event that it is determined an individual has not demonstrated good cause for a leave, or where a request for extension is not granted, the determination will be final, with no recourse to a hearing and appeal.
- 2. If the recommendation of the Medical Executive Committee is to deny reinstatement, or if the Board, after receipt of a recommendation from the Medical Executive Committee to grant reinstatement, proposes to deny reinstatement, the individual will, except as otherwise provided herein, be entitled to the same procedural rights as would apply in the instance of an adverse recommendation or action concerning non-reappointment.

APPROVED BY:

Vice President of Medical Affairs

Date

Medical Staff President

Date

Hospital President

Date