

Section Title	Effective Date: 5-07	Page: 1	Date Revised: 11-08
Credentialing			
Subject:			
Leave of Absence			

LEAVE OF ABSENCE (LOA)

I. **PURPOSE**

Clarify expectations and provide procedures for Lakeview Surgery Center physicians when requesting a leave of absence.

II. **POLICY**

A medical staff member must request a leave of absence when he/she will cease to practice for a period of 30 days or more for various reasons, including but not limited to educational, sabbatical, and military or health reasons. Leave of Absences may not exceed a twelve (12) month period. An absence for longer than one year will result in an automatic resignation from the medical staff.

III. **PROCEDURES**

Request for Leave

When foreseeable, the physician must give 30 days advance notice of the need for an LOA. If the need for the LOA is not foreseeable, the physician or the physician's office must give notice as soon as practical. Leaves of Absence are matters of courtesy, not of right and therefore the determination is final and there is no provision for a fair hearing.

The "Request for Leave of Absence" form must be completed and submitted by the medical staff member to the President of the Medical Staff. It must provide the reason for the leave and approximate period of time of the leave.

Requests for leave are forwarded with recommendation from the Medical Executive Committee to the Governing Board for decision. Once a decision has been made the president of the Medical Staff will notify the medical staff member in writing of the decision.

If the LOA is foreseeable any outstanding operative reports or other medical documents must to be completed and signed before the Leave of Absence begins.

During a Leave

During the leave of absence, the individual will not exercise any clinical privileges and will be excused from all medical staff responsibilities. If the time for reappointment occurs during the leave of absence, the physician will not go through the re-appointment process until his/her return from leave.

End of Leave

At least thirty-days (30) prior to the end of the leave, the member shall submit a written request for reinstatement of membership to the president of the Medical Staff. If the leave of absence was for health reasons, 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 medical practice and safely able to exercise the clinical privileges requested.

Failure, without good cause, to request reinstatement or to submit a requested summary of activities shall be deemed an automatic voluntary resignation from the medical staff.

The MEC will make a recommendation to the GB regarding re-instatement and the GB will make a decision and impose any conditions on re-instatement it deems appropriate for patient safety or effective operation of the facility.

The Medical Executive Committee may ask the member to submit a summary of relevant activities while on leave including information relevant to current competency and health, proof of current licensure, valid malpractice insurance, valid Federal DEA or state CSA and any other information deemed necessary.