

MEDICAL STAFF CREDENTIALS POLICY AND PROCEDURES
Excerpt of medical staff bylaws

E) Leave of Absence

- 1) A Staff member may request a leave of absence, by submitting a written request, to the Executive Committee. The request must state the beginning and ending dates of the leave, which shall not exceed one (1) year, and the reasons for the leave.
- 2) The Executive Committee will determine whether a request, for a leave of absence, shall be granted. In determining whether to grant a request, the Executive Committee shall consult with the appropriate Department Chair.
- 3) No later than thirty (30) days prior to the conclusion of the leave of absence, the Staff member shall request reinstatement, by providing to the Executive Committee a written summary of professional activities, during the leave of absence. The Staff member bears the burden of providing information sufficient to demonstrate current competence and all other applicable qualifications. If a Staff member has had his/her ability to practice medicine compromised (loss/revocation of state license, dismissal from Medicare participation, legal constraint, etc.), the Staff member will notify Executive Committee of such occurrence and supply additional information as needed or requested. In such circumstances, the Staff member may be required to complete the application process again.
- 4) If the leave of absence was for health reasons, the request for reinstatement must be accompanied by a report, from the Staff member's physician, indicating that the Staff member is physically and/or mentally capable of resuming a hospital practice, and safely exercising the clinical privileges requested.
- 5) The Executive Committee may approve reinstatement to the same Staff category, and may limit or modify the Staff member's clinical privileges, subject to Board approval. In the event the Executive Committee determines to take action, that would entitle the Staff member to request a hearing, the Staff member shall be given special notice by the President.
- 6) Absence, for longer than one (1) year, shall result in automatic relinquishment of medical staff appointment and clinical privileges, unless an extension is granted by the Executive Committee. Extensions will be considered only in extraordinary cases where the extension of a leave is in the best interest of the Hospital.
- 7) Leaves of absence, and reinstatements, are matters of courtesy, not of right. In the event, that it is determined that a Staff member has not demonstrated good cause for a leave, or where a request for extension is not granted, the determination shall be final, with rights under Section VIII of the Fair Hearing Plan. Contact the Medical Staff office if further information is needed.