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# Ascension

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**Owner:** *Judy Viczian: Dir Medical Staff Srvcs*  
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**Applicability:** *Affinity Health System  
 Affinity Medical Group  
 Mercy Medical Center  
 St. Elizabeth Hospital*

## Leave of Absence Affinity Health System Medical Staff Members

### Summary:

To set forth the criteria and procedures for leave of absence, and the rights and responsibilities of the Affinity Health System (AHS) Medical Staff Members with respect to requests, length, purpose and return from leave of absence.

### POLICY:

AHS will permit or require Medical Staff Members to take a leave of absence as outlined in this Policy.

### PROCEDURE:

#### I. Voluntary Leave of Absence

- A. Members of the AHS Medical Staff may take a voluntary leave of absence for a period of up to one year.
- B. Members who will be absent for three months or more must apply for a leave of absence by submitting a written request to the Medical Executive Committee (MEC) prior to the planned leave or in the event of an unforeseen circumstance. The request must state the reason for and the proposed length of the leave of absence, not to exceed a period of one year.
- C. The MEC, at its next regularly scheduled meeting following receipt of the request or earlier as determined by the Medical Staff President and/or Designee, in consultation with the Hospital President and/or Designee, will consider the request and state whether the request is approved, denied or modified. The decision of the MEC will be final.
- D. During the period of leave, the Member's membership and/or privileges and responsibilities will be non-operational.
- E. If the reappointment process has not been fully completed by the end of the current

two-year period, Applicants who have applied for reappointment or continued clinical privileges shall maintain their former status until the process is completed unless: (1) a recommendation is made to deny reappointment and/or continued clinical privileges, (2) corrective action is taken which alters such status, or (3) the delay is due to the Applicant's failure to timely submit a reappointment application form. In these instances, the Applicant's appointment and/or clinical privileges will end at the expiration of the current term. Where the appointment is temporarily extended to complete processing, such temporary extension of appointment and/or continued clinical privileges shall not create a right for automatic reappointment and/or continued clinical privileges for the subsequent term.

F. Failure to comply will result in automatic expiration of appointment and privileges at the scheduled end of the appointment period.

## II. Return from Leave of Absence

- A. If possible at least 30 days prior to the termination of the leave of absence, the Member shall request reinstatement of membership and privileges by submitting a written notice to the MEC.
- B. The MEC may request the Member provide a written summary of his or her relevant activities during the leave of absence. In the event that the leave is for health reasons, a release from the treating physician shall be required prior to reinstating medical staff membership.
- C. The MEC, at its next regularly scheduled meeting following receipt of the request or earlier as determined by the Medical Staff President and/or Designee, in consultation with the Hospital President and/or Designee, will decide the request for reinstatement of the Member's membership and privileges. Decision of the MEC will be final.
- D. Failure, without good cause, by the Member to request reinstatement of medical staff privileges, apply for an extension of a leave, or provide the requested summary of activities, will result in automatic termination of medical staff membership and privileges, without the right to a hearing or appellate review.
- E. A request for appointment to the medical staff from a Member terminated pursuant to A(5) above shall be submitted and processed in the manner specified for applications for initial appointment as outlined in the AHS Medical Staff Bylaws.

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## Attachments:

No Attachments

## Approval Signatures

**Approver**

**Date**

Judy Viczian: Dir Medical Staff SrvcS    11/2/2017