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| 1. GENERAL STATEMENT OF POLICY:   The purpose of this policy is to provide a standardized mechanism for requesting leave for departmental faculty and residents with consideration for maintaining education requirements, accommodating increases demands for patient appointments, and ensuring proper coverage for clinic schedules, on-call rotations and telephone calls.   1. SCOPE:   This policy covers Faculty and Residents in the Department of Psychiatry.   1. ADMINISTRATION: 2. Submission of Request for Leave: 3. All faculty and residents have an obligation to submit non-emergency leave request at least 30 days in advance of the first day of planned leave. Non-emergent leave requests include, but are not limited to: vacations, scheduled health procedures, education and/or administrative leave. All requests submitted less than 30 days will be reviewed on a case by case basis with careful consideration to the potential negative impacts on the needs and requirements of the program, patient satisfaction, and operational goals and objectives. 4. The Faculty /Resident will complete the “Authorization for Cancellation of Clinic/Leave Request” form, print it out, sign it, obtain signatures from peers which verify coverage, and forward the completed form to the appropriate supervisors. 5. All Faculty requests will be forwarded to the chairman of the Department. 6. All Residents requests will be routed to the Rotation Attending(S)i.e. outpatient, inpatient-resident may have more than one attending for approval, Chief Resident, and Residency Coordinator, respectively. The Coordinator will then route to the Program Director for final approval by signature. 7. Processing of Request for Leave: 8. Requests for leave are processed in the order they are received. An exception will be made for Extended Holiday Requests, which are reviewed and approved with preference given to faculty and residents who worked during previous holiday periods, if applicable. 9. Fulfilling adequate faculty and resident staffing levels, The Chairman or Program Director will make every effort to approve all submitted leave requests. 10. All authorized, denied, and/or cancelled leave requests are recorded, scanned, and forwarded via Microsoft Outlook Calendar to the requesting Faculty/Resident, in addition to the Clinic Coordinator, Administrator, Associate Administrator, Residency Coordinator/Residency Assistant, and Coding and Reimbursement Specialist. 11. The original request will be maintained in the employee file.      1. DISTRUBUTION   This policy shall be distributed to the Department of Psychiatry. |