

 Policy and Procedure	Policy Number: Policy Area: Leave of Absence Owner: Credentialing Committee Approvals: UBCP
	Effective: September 16, 2021 Final Approval: October 21, 2021 Next Review: January 2025

SUMMARY:

Any UCSF Benioff Children's Physician's (UBCP) credentialed Member/provider, must request a leave of absence from the UBCP Credentialing Committee for any anticipated leave that will exceed 12 weeks.

The purpose of leave of absence request is to put a "hold" on the credentialing status of that provider and to maintain the provider's appointment with UBCP. The "hold" in status will postpone the expiration of the provider's appointment date by the same amount of time as the leave of absence requested.

SCOPE:

The UCSF Benioff Children's Physician's credentialed member/provider cannot exercise privileges at the UBCP affiliate, and membership rights and responsibilities will be inactive during the credentialed provider's leave of absence. In addition, the time period for reappointment will be stayed during the leave of absence.

The request for a leave of absence must be submitted to the UBCP Credentials Chair and state the reason for the leave and the specific period of time. The request cannot exceed 2 years. All leave of absence requests must be approved by UBCP Credentialing Committee.

POLICY:

Any UCSF Benioff Children's Physician's (UBCP) member, who is a credentialed provider, must request a leave of absence from the UBCP Credentialing Committee for any anticipated leave that will exceed 12 weeks.

The purpose of leave of absence request is to put a "hold" on credentialing status of that provider and to maintain provider's appointment with UBCP. The "hold" in status will postpone the expiration of the provider's appointment date by the same amount of time as the leave of absence requested.

Members must request the leave of absence from the UBCP Credentials Chair, and those requests must be approved by the Credentials Committee. The request for a leave of absence must state the reason for the leave and the specific period of time, which may not exceed two (2) years.

During the period of leave, the member shall not exercise privileges at the UBCP affiliate, and membership rights and responsibilities shall be inactive. The time period for consideration of reappointment shall be stayed during the leave of absence.

At least thirty (30) days prior to termination of the leave, or at any earlier time, the member may request reinstatement of his or her privileges and prerogatives by submitting a request to the UBCP Credentials Chair who shall promptly forward the request to the Credentials Committee.

The member shall submit a written summary of his or her relevant clinical activities during the leave. The Credentials Committee, upon receipt of the request, shall recommend whether to approve the member's request for reinstatement of privileges and prerogatives. Reinstatement at the end of the leave must be approved in accordance with the standards and procedures set forth in the requirements for reappointment review. Failure to achieve a requested reinstatement does not give rise to procedural rights, as stated in the Fair Hearing Plan under "Procedure", Item "7" (unless the reason for non-reinstatement is a medical disciplinary cause or reason).