

DEPARTMENT OF MEDICINE LEAVE POLICY

I. General

1. All leave requests are subject to approval depending upon the operational needs of the Division and Department. Leave requests within the Department of Medicine consist of three categories: Emergency Leave, Planned Leave and Unplanned Leave. All types of leave (annual (AL), sick (SL), other (unscheduled holiday (UH), family medical leave act (FMLA) etc...) fall within these three categories. Requests for leave must be (1) submitted with the most current leave request form designated by the Business Manager or designee and (2) electronically signed by the employee's Business/Program Manager or designee prior to submitting electronically to BI5076-Time & Attendance. Divisions without a Business Manager must obtain final approval from the Department Administrator. The most current form is located on the DOM web site.
 - a. Planned Leave: Leave in which the employee gives a minimum of two weeks prior notice. Planned leave is the normal procedure for requesting leave. It can be Annual, Sick or Other.
 - b. Emergency Leave: The DOM considers death or serious illness in the immediate family, serious illness or injury of the employee requiring medical attention and natural disasters to be emergent circumstances.
 - c. Unplanned Leave: This is leave that does not meet the definition of Planned or Emergency Leave (i.e., less than two weeks notice, but not an emergency). *May result in disciplinary action if abused.
2. When scheduling any type of leave, the Business/Program Manager or designee will refer to the division calendar to ensure appropriate office coverage prior to approval; avoiding the possibility of disruption in workflow.
3. Leave without pay (LWOP) will automatically be deducted if approval is not obtained.
4. Failure to obtain prior approval for all leave constitutes a violation of MCG Employee Handbook, Rules of Conduct # 5 which is: "Tardiness, temporary unauthorized absence from the work area, and leaving the work area early."
5. Business/Program Manager or designee will notify BI5076 Time-Attendance of employees call in documenting approval, denial or contingency of approval. The employee will be expected to complete a leave request form upon return to work and provide supporting documentation if requested. Failure to complete a leave request may result in LWOP. Business Manager/Program Manager or designee will provide an electronic copy of leave to BI5076-Time & Attendance.
6. Leave requests whether emergency or routine must be sent electronically to BI5076-Time& Attendance. Department of Medicine Administration will enter leave into TIMEWARE.

7. Ensure the available leave balance is documented on the leave form before submitting to Business Manager/designee. A copy of the MyMCG leave balance must be attached to the leave request.

II. Planned Leave (AL, UH, other) (refer to I.1.a. for description)

1. Planned leave is requested at least two weeks in advance by submitting a leave request form to your Business/Program Manager or designee. Verify leave request status by checking the DOM MEDSTAFF GroupWise Calendar prior to going on leave.
2. Planned Sick Leave (SL) – Sick Leave should only be taken when necessary. If taken frequently it can arise to poor attendance. Permanent MCG employees accrue Sick Leave each month. It should be noted that the accrual rate does not imply that it is appropriate to take Sick leave as it is earned.
3. Sick Leave is intended to be a short-term disability benefit so that if an employee has a serious need he or she will not fall out of a paid status. Thus, Sick Leave should be accumulated to the extent possible. Employees are expected to meet a regular work schedule and thus that does not imply taking leave as soon as it is accrued. DOM Policies and Procedures for Leave are a supplement to the MCG leave policies.
4. It is expected that every attempt be made to arrange all appointments early in the morning, prior to arriving at work, during your lunch break, late in the afternoon or as close to 5 p.m. as possible. This will prevent disruptions in the day-to-day operations of the division. If appointments require >4 hours, it should be indicated on the Leave Request (Ex: Having an outpatient procedure or multiple appointments in same day). Non-Exempt employees are required to clock out for all appointments.
5. The hours of Sick Leave used each day cannot exceed the number of hours the employee is scheduled to work.

III. Emergency Leave (refer to I.1.b. for description)

1. Emergency Leave (AL, UH, other)
 - a. Qualified Emergency leave is requested by submitting a leave request form to your Business/Program Manager or designee. Once approved, the Business/Program Manager or designee will forward electronic leave request to BI5076-Time & Attendance. DOM staff will post to the MEDSTAFF GroupWise calendar and enter leave into TIMEWARE.
 - b. Emergency Sick Leave
 1. Emergency sick leave will be used in the case of serious illness/injury of an employee or immediate family member requiring medical attention.

2. If you are too sick to report to work, the Business/Program Manager or designee should be notified at least thirty (30) minutes prior to the scheduled clock in hour, but no later than 8:00 a.m. The employee must speak to his/her Business/Program Manager or designee personally. Employees cannot have someone else relay a message to the Business/Program Manager or designee. If you make reasonable attempts to contact your Business/Program Manager or designee and fail to speak with them directly, notify the DOM Administrative office at 1-2941.
3. The employee must complete a leave request the first day after returning to work.
4. If an employee requests to leave work early, a leave request form must be completed and approved by the Business/Program Manager or designee prior to departure.
5. If for some reason you are sick over consecutive days, it is your responsibility to contact your Business Manager/Program Manager or designee each morning. Your supervisor may request a physician's excuse from you at any time. However, all employees absent from the work area for three consecutive workdays are required to bring a physician's statement to cover the dates of absence.

III. Unplanned Leave (refer to I.1.c. for description)

1. Unplanned leave is requested less than two weeks in advance. Employees are discouraged from using unplanned leave unless it is absolutely necessary. To request Unplanned leave, follow the same procedures as outlined under Emergency leave.

IV. Provisional Employees

1. Employees within their provisional period will be required to submit a physician's statement for call-ins and approved scheduled appointments. In general, annual leave requests are considered once an employee successfully completes his/her provisional period.