



COUNTY OF SAN BERNARDINO
STANDARD PRACTICE

NO 3-3.14

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EFFECTIVE 12/1/04

DEPARTMENT **BEHAVIORAL HEALTH**

SUBJECT **LEAVE OF ABSENCE -
PHYSICIANS**

APPROVED

James McReynolds
James McReynolds, Director

I. PURPOSE

To ensure that adequate physician coverage is maintained by coordinating physician's leaves of absence.

II. POLICY

A. All leaves except emergency should be pre-approved by the Lead Psychiatrist who will initial the green slip and then send to Deputy Director of Medical Services for final approval.

1. One-day leave where no physician coverage is required should have a prior approval a week before the leave of absence.

2. Two or more days leave of absence, where it is necessary to provide coverage, even by telephone, is required to have a prior approval of four weeks before the leave of absence.

3. No two physicians in the same clinic may have leave of absence at the same time.

4. Exception to this would be if the two physicians involved do not complement each other in the coverage.

B. Leave of absence will be approved on a first come, first served basis.

C. Prescribing Practices:

1. Physicians who are on leave of absence from a clinic with only partial physician coverage shall make every attempt to schedule their patients to see them when they come back from their leave of absence, unless their leave of absence is an extended one.

2. Adequate instructions and medication prescriptions will be given until the next scheduled visit with the same physician.

3. Patients will be assured that in times of crisis services are available 24 hours a day, 7 days a week.

D. Once a leave of absence is approved, physicians' change of plans cannot be cause to rescind request; another two weeks notice has to be given to accommodate peers whose requests may have been previously denied because of his/her initial

plans.

- E. The Secretary to the Deputy Director of Medical Services will notify the Deputy Director of Community and Centralized Treatment Services of the physician's absence as soon as the request for leave is approved or the physician calls in sick. This notification will be in writing.

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