

Updated: Sept 2024

Department of Medicine

LEAVE OF ABSENCE (LOA) PROCESS REFERENCE GUIDE

Dear Physician,

When requesting an extended LOA (e.g., sabbatical; parental leave; medical leave; personal leave) please reach out to Kelsey Muldoon, DOM Physician Recruitment and Privileging Coordinator (Kelsey.muldoon@ahs.ca). She will send you an AHS LOA form to complete. Once your form is complete, please have your Section Head sign it and then send it back to Kelsey to put in your file. Please confirm in your e-mail to Kelsey if you will be maintaining your AHS clinical access or not. To maintain your AHS clinical access, you need to maintain your CPSA (General Register) and CMPA for the duration of your leave.

A few things to consider:

- If you would like to maintain your AHS clinical access (Connect Care, Netcare) you will be required to maintain your CMPA and keep your CPSA General Register status during your leave. Your LOA form will be filed within the Department of Medicine but won't be forwarded to the AHS Medical Staff Office.
 - No changes will be made to your AHS access and privileges.
 - Please note that you will still need to login to Connect care at least once every 180 days to prevent your account from being suspended (inactivated). A suspended Connect care account can be reactivated only once the user re-affirms privacy awareness and completes any necessary training to address system changes during the period of inactivity.
- If you suspend your CMPA or move your CPSA status to the Non-Clinical Register, please let Kelsey know as soon as you do so, so she can forward your completed AHS LOA form to the AHS Medical Staff Office to process. The Medical Staff Office will then suspend your AHS clinical access and AHS privileges for the duration of your leave. Prior to your return, the AHS Medical Staff Office will reach out confirming your return date, and they will re-active your access and privileges. Please note that, before your Connect care account can be reactivated, you will be required to re-affirm privacy awareness and complete any necessary training to address system changes during the period of inactivity.
- You will continue to have access to your AHS e-mail throughout your leave, as long as you login to your email at least once every 180 days.