

# **Policies and Procedures for Leaves during Postgraduate Training**

## **Introduction**

**The policies and procedures for leaves during Postgraduate Education** is a detailed manual outlining the position of Kuwait Institute for Medical Specialization regarding resident/ fellow's leaves during postgraduate education.

The purpose of this policy and procedure manual is to:

1. Provide a guidance to the process of leaves throughout the postgraduate education programs at KIMS
2. Ensure consistent practices among postgraduate education programs at KIMS

### **The following outline the summary of the policy:**

- Each resident/ fellow registered in residency/ fellowship program must follow the leave policy at the KIMS.
- The resident/ fellow must ensure that he/ she meets the minimal training requirement of the training and the eligibility for the examination.
- The resident/ fellow and the Program Director must ensure that resident/ fellow's leaves do not affect goals and objectives of the rotation.
- The resident/ fellow must submit his/her leave request to the Site Coordinator/ Program Director in timely fashion in the designated form.
- The Site Coordinator must ensure that resident / fellow's leaves do not interfere with clinical duties.
- The Program Director must approve all residents/fellow's leaves prior to final processing.
- The Program Director must capture all residents' / fellow's leaves and monitor days of leaves.

**ALL LEAVES THAT ARE NOT APPROVED BY THE PROGRAM DIRECTOR AND THE POSTGRADUATE EDUCATION OFFICE MUST BE CONSIDERED VOID.**

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## **1. Section One: General Information**

Postgraduate education of the resident/ fellow at KIMS is an observed process to ensure that he/ she achieves targeted objectives of the rotation and overall goals in an allocated timeframe.

The goals and objectives of postgraduate education are achieved by structured rotations designed in sequence and duration in addition to other components such as academic days, workshops, etc.

KIMS has established a minimal required period of postgraduate education for its exam eligibility as delineated in the examinations policies.

### **1. Definitions**

- 1. Resident:** A physician enrolled in a postgraduate education residency program recognized by KIMS and registered at the Postgraduate Education Office of KIMS for the academic year.
- 2. Fellow:** A physician enrolled in a postgraduate education fellowship program recognized by KIMS and registered at the Postgraduate Education Office of KIMS for the academic year.
- 3. Academic Year:** A year of education that starts on Oct. 1 of each year and ends on the Sept. 30 of the following year
- 4. Effective Training:** The time actually spent in clinical and/or structured rotations excluding all leaves (annual leaves, sick leaves, study leaves, maternity leaves of absence, haj leaves, conference leave, etc.). It is counted as months of training
- 5. Rotation:** A period of time spent in a clinical and/or other health-related services. The rotations vary according to the discipline and the program (e.g., a three months' rotation starts on Oct. 1 and ends on Dec. 31)

## **2. Section Two: Policy and procedures on Leaves During Postgraduate Education**

### **1. General rules:**

1. The resident/ fellow's leave must not affect the goals and objectives of the rotations and hence the following must apply:
  1. In **two-months or lesser rotation**, leaves must not exceed **5 working days**
  2. In **two-months to four-months rotation**, leaves must not exceed **10 working days**
  3. In **four months or more rotation**, leaves must not exceed **30 days including weekends**
  
2. The **maximum allowed time** for completion of all requirements of **five-years Residency is eight years** and the maximum allowed time for completion of all requirements of **three-years Fellowship is five years** inclusive of the approved leaves
  
3. **75% attendance** is must for the success of a rotation
  
4. **Leaves must not be transferred** to the next academic year
  
5. All leaves **must be approved by the Program Director / designee**
  
6. If the **total requested leaves exceed 60 days of leaves** then "Leave of Absence" rules and regulations shall apply

**7. On Call Duties, shall not be waived** during rotations

**Leaves Categories**

The following are categories of leaves within the maximum time allowed for the residency and fellowship postgraduate education programs.

**2. Annual Leaves: 30 days of annual leaves** shall be granted each academic year **including the public holidays.**

1. Annual leave is effective from Oct. 1<sup>st</sup> to Sept 30 of the following year
2. Annual leave must not be **transferred**
3. *General Rules in section 2.1 apply*

**3. Medical (Sick) Leave:** Residents/ fellows are allowed a total of 15 days of authorized sick leave each academic year

1. **Medical leaves exceeding 15 days must not be counted towards effective training period**
2. **Medical leaves exceeding 15 days** per year must be approved by the General Medical Council, MOH, Kuwait
3. For resident/ fellow granted **30 days' continuous medical leaves twice** (total of 60 days duration) by the General Medical Council, "*leave of absence*" rule and regulations shall apply.
4. *General Rules in section 2.1 apply.*

**4. Professional Leaves**

**1. Study Leaves:** A total of **14 days** of study leaves shall be granted during residency/ fellowship program

1. The last day of the leave shall be the last day of the exam
2. The study leave shall only be granted for Kuwait Board Examinations and no other examinations

3. Study leaves shall be taken as:
  1. **(7 days) for Part 1 examination**
  2. **(7 days) for Final examination**
  3. **(14 days) for Part 1 examination**
  4. **(14 days) for Final examination**

5. **Conference Leaves**: Each resident/ fellow is granted a 5 working days conference leaves each academic year.
  1. Evidence of registration to the conference and certificate of attendance is must
  2. This shall not grant a financial support or working days

6. **Special Leaves for residents/ fellows**

1. **Emergency leaves**: Each resident/ fellow shall be granted emergency leaves in line with MOH regulations and these must be processed as annual leaves.
2. **Grieving Leaves**: A resident/ fellow shall be granted **4 days** of grieving leave upon death of first degree relatives.
3. **Maternity Leaves**: A female resident/ fellow shall be granted **30 days** of maternity leaves **twice** during residency and **once** during fellowship.
4. **Companion Leaves**: Each resident/ fellow shall be allowed a **total of 15** days of companion to first degree relative.
  1. An authorized letter from the treating physician and head of department indicating a day of admission and discharge must be provided.
  2. In case of travel abroad, companion approved letters from treatment abroad office must be provided.

7. **Special Leaves for Muslim residents/ fellows**

1. **Hajj Leaves**: A Muslim resident/ fellow can be granted a **30 day of Hajj Leaves** once during residency/ fellowship.

1. This leave must not have been granted prior to joining the program
2. The resident/ fellow must be officially registered by pilgrim group, licensed by the Ministry of Awqaf and Islamic Affairs
3. Evidence of presence in Kingdom of Saudi Arabia during the period of Hajj as shown in resident/ fellow's passport
4. Hajj Official Mission is only allowed once to a resident /fellow and shall not consume the Hajj Leaves

**2. Female widow Grieving Leave:** A married Muslim female resident is entitled a grieving leave upon her husband death for **4 months and 10 days** as per Civil Service Commission rules and regulations.

1. Official Governmental letter is required.

**8. Leave of Absence:** Resident/ fellow may need to interrupt his/ her training due to various reasons. "Leave of Absence" (LOA) is a voluntary leave for a specific period of time that resident/ fellow may choose to take during residency/ fellowship due to legitimate reasons.

1. The leave must be discussed and approved by the Program Director
2. The leave must be **a minimum of 2 months** and **maximum of 12 months**
3. A resident/ fellow is allowed **a cumulative of maximum of 12 months** of LOA during residency
4. It shall be taken as **a block of rotation/s** and not mid-rotation
5. **If under special circumstances**, LOA is approved during the rotation, criteria for maximum allowed leaves during the rotation is applied to credit the successful completion of rotation
6. The Program Director must notify the KIMS Office of Postgraduate Education of the details including the first day and last day of the planned LOA.
7. The period of leave must not be considered as effective period of postgraduate education.