

OMAN MEDICAL SPECIALTY BOARD



TRAINEE AFFAIRS FOLLOW-UP SECTION

Policy Title	Leaves during Residency/Fellowship Programs			
Policy Number	7			
Functional Field	Trainee Education			
Related Policies	<ul style="list-style-type: none"> • Issuing Completion of Training, Specialty and Fellowship Certificates (Policy No.10) • Interruption from training in Residency/Fellowship Program (Policy No.3) • Assessment (under revision) • Compensation for Residency/Fellowship Missed and/or Incomplete Rotations (Policy No.8) 			
Responsibility of	Trainee Affairs Department			
Status	<input checked="" type="checkbox"/> Approved	In-revision		Proposed
		Draft #		Draft #
Approved By	Board of Trustees			
Effective Date	14 November 2021			

Revision History			
Number	Date	By	Main Changes
Revision # 1			
Revision # 2			

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1. POLICY TITLE

Leaves during Residency and Fellowship programs.

2. DEFINITIONS AND ABBREVIATIONS

- 2.1 Supervisor: the person approved by the education committee to be responsible for the trainee during pursuing his/her rotation.

3. POLICY STATEMENT

This policy provides information and guidance to ensure proper management for leaves requested by trainee.

4. PURPOSE/ REASONS FOR POLICY

4.1 Reason of the policy:

It is made to be a regulatory part to implement the OMSB Training Bylaw

4.2 Purpose of the policy:

This policy aims to list all OMSB Leaves and provide appropriate information, guidance and methodologies to ensure proper management for leaves requested by trainee.

5. SCOPE OF APPLICATION

This policy applies to trainees enrolled in OMSB residency and fellowship training programs.

6. THE UNIT RESPONSIBLE FOR THE POLICY

Trainee Affairs Department at OMSB, and it is responsible for developing, overseeing, reviewing and updating this policy. The authority concerned must be notified before any updates or changes to this policy.

7. APPROVAL BODY

Board of Trustees

8 PROCEDURE

8.1 Annual Leave:

8.1.1 The trainee is entitled per academic year to thirty (30) days of annual leave approved by the Education Committee. Trainee who is in extension period shall be entitled to an annual leave of two (2) days per extension block. Unutilized annual leave is nontransferable from one academic year to the next. The annual leave can be taken all at once (30 days) or in parts (i.e. one week per block) throughout the academic year as per the discretion of the program. In all cases, 75% of the block must be attended to receive its full credit.

8.1.2 Annual Leave application process:

- 8.1.2.1 Trainee must submit his/her proposed leaves to the Program Director prior to the approval of the master rotation schedule.
- 8.1.2.2 If the leave plan is submitted after the approval of the master rotation schedule, then it must be submitted at least 3 months prior to its actual date.
- 8.1.2.3 The leave application must be submitted using the attached Leave Application Form.
- 8.1.2.4 The approved leave must be submitted to the program administrator to be included in the master rotation plan and the trainee management system and to keep this form in the trainee's file.
- 8.1.2.5 The trainee must submit the Return from Leave Form to the Program Administrator within one (1) week from reporting to work to be kept in the trainee's file.
- 8.1.2.6 If a trainee chooses to take one week leave, 7 days will be counted (weekend included).

8.2 Sick Leave:

8.2.1 A trainee is entitled to sick leave as deemed acceptable by the medical authority concerned. If the leave request exceeds sixty (60) days, it shall be referred to the committee concerned at OMSB for review and recommendations. When a trainee is entitled to a sick leave for more than 7 days in the academic year, the training period will be extended to compensate the same period of leave or the incomplete block affected by the leave.

8.2.2 Sick Leave application process:

- 8.2.2.1 The trainee must notify the supervisor of the affected rotation once knowing the need for the sick leave.
- 8.2.2.2 The trainee must provide medical certificate and medical report (from an authorized hospital) to justify his/her absence as per regulations.
- 8.2.2.3 The trainee must within two (2) weeks from reporting to work complete the documents listed below and submit them to the program administrator to be encoded in the trainee management system and kept in the trainee's file:

8.2.2.3.1 Leave Form

8.2.2.3.2 Return from Leave Form

8.3 Mourning (Iddah) Leave:

8.3.1 A female trainee is entitled to special leave for mourning (Iddah) period if her husband dies as per the following rules stated in the Personal Status Law of Oman:

8.3.1.1 Four (4) months and ten (10) days from the death date of her husband, if she is not pregnant

8.3.1.2 From the death date to delivery date, if she is pregnant.

The female trainee should submit a copy of the death certificate of her deceased husband to OMSB. The training period should be extended to compensate for the incomplete blocks.

8.3.2 Mourning (Iddah) Leave application process:

8.3.2.1 The trainee should notify the resident representative and the Supervisor of the affected rotation during which her husband dies.

8.3.2.2 The resident representative will inform the Program Director, Associate Program Director or the Program Administrator.

8.3.2.3 The trainee should submit a copy of the death certificate of her husband to the Program Administrator within one (1) month from the death date.

8.3.2.4 The trainee must within two (2) weeks from reporting to work complete the documents listed below and submit them to the program administrator to be encoded in the trainee management system and kept in the trainee's file:

8.3.2.4.1 Leave Form

8.3.2.4.2 Return from Leave form

8.4 Maternity Leave:

8.4.1 A female trainee is entitled to fifty (50) days of maternity leave, and her training period shall be extended to compensate for the incomplete blocks.

8.4.2 Maternity Leave application process:

8.4.2.1 The trainee must inform the Program Director of expected date of delivery as soon as it is known and at least no later than the 16th week of gestation.

8.4.2.2 The trainee must inform the Residents Representative and the Program Director of the beginning of the maternity leave, and submit a copy of a proof to the program administrator within two (2) weeks of delivery.

8.4.2.3 The trainee must within two (2) weeks from reporting to work complete the documents listed below and submit them to the program administrator to be encoded in the trainee management system and kept in the trainee's file:

8.4.2.3.1 Leave Form

8.4.2.3.2 Return from Leave form

8.5 Emergency Leave:

8.5.1 A trainee is entitled to maximum of seven (7) days of emergency leave in one (1) academic year without compensation of training, as determined and approved by the Education Committee. Unutilized emergency leave is nontransferable from one academic year to the next.

8.5.2 Emergency Leave application process:

8.5.2.1 The trainee must inform the rotation supervisor about the emergency circumstance that hinders him/her from reporting to work.

8.5.2.2 When reporting to work, the trainee must submit the Leave Form to obtain approvals.

8.5.2.3 If the leave is not approved, it will be counted as absence.

8.5.2.4 The trainee must within two (2) weeks from reporting to work complete the documents listed below and submit them to the program administrator to be encoded in the trainee management system and kept in the trainee's file:

8.5.2.4.1 Leave Form

8.5.2.4.2 Return from Leave form

8.5.2.4.3 Proof of the Emergency leave

8.6 Academic Activity Leave:

8.6.1 A trainee may be granted a maximum of seven (7) days for each academic year to attend an academic activity provided that he/she has obtained approval from the Education Committee. Unutilized scientific leave is nontransferable from one academic year to the next.

8.6.2 Scientific Leave application process:

8.6.2.1 Trainee must submit the Leave Form at least a month before the activity.

8.6.2.2 The approved leave must be submitted to the program administrator to be encoded in the trainee management system and kept in the trainee's file.

8.6.2.3 The trainee must within two (2) weeks from reporting to work complete the documents listed below and submit them to the program administrator to be encoded in the trainee management system and kept in the trainee's file:

8.6.2.3.1 Return from Leave form

8.6.2.3.2 Proof of activity attendance

8.7 Compensation leave for official holiday:

8.7.1 Should a trainee be required to work during public holidays, he/she shall be entitled to a compensation leave. Regular on-call or weekend duty does not qualify as part of the compensation leave.

8.7.2 Compensation Leave application process:

8.7.2.1 The trainee must submit to the program administrator the Leave Form approved by the Program Director and the Supervisor of the affected rotation to prove the trainee's commitment to work during the holiday. The request must be submitted no later than (2) weeks after the official holiday.

8.7.2.2 The Training Program will then arrange and schedule for the trainee's compensation leave.

8.7.2.3 The compensation leave should be taken during the same academic year in which the compensated official holiday occurs.

8.7.2.4 Trainee must submit the leave form at least two (2) weeks before the leave intended date.

8.7.2.5 The leave must be approved by both the Program Director and the Rotation Supervisor in the affected training center.

8.7.2.6 The approved leave must be submitted to the Program Administrator to be encoded in the trainee management system and kept in the trainee's file.

8.7.2.7 The trainee should submit the Return from Leave form to the program administrator within one (1) week from reporting to work to be kept in the trainee's file.

9 RELATED POLICIES/GUIDELINES

9.1 Issuing Completion of Training, Specialty and Fellowship Certificates

9.2 Interruption from Training in Residency/Fellowship Program

9.3 Assessment

9.4 Compensation for Residency/Fellowship Missed and/or Incomplete Rotations

10 RESPONSIBILITY FOR IMPLEMENTATION

10.1 Program Education Committee

10.2 Rotation Supervisor

10.3 Resident Representative

10.4 Executive Academic Committee

10.5 Trainee Affairs Department

10.6 Program Administrator

11 ISSUING OFFICE

Executive President

12 REVIEW

Executive Academic Committee will review this policy and make the necessary modifications and changes as deemed appropriate, no later than three (3) years from the date of the most recent version.

13 DIFFICULTIES/CHALLENGES:

- 13.1. Delay in the six-monthly and the annual assessments
- 13.2 Delay in progression to next level of residency/fellowship
- 13.3. Delay in graduation date.
- 13.4. Termination of a Trainee.

14 POLICY APPENDICES:

- 14.1 Leave Form

15 POLICY INDEXING

Policy No. 7

16 REFERENCES:

- 16.1 Royal Decree 31/2006 of Establishment of OMSB
- 16.2 OMSB Training bylaw