

<b>Title: Sick Leave Instructions for Faculty</b>	<b>Policy</b>
<b>Patient Age Group:</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> All Ages <input type="checkbox"/> Newborns <input type="checkbox"/> Pediatric <input type="checkbox"/> Adult	

**SCOPE**

Applies to all OB-GYN faculty.

**PURPOSE:**

To outline the process for notifying the department of Sick Leave use.

**PROCEDURES**

If you are actively ill, febrile, contagious and/or unable to function at a reasonable level, sick leave should be utilized. Per [UNM Policy C210](#), faculty are allowed up 10 days of sick leave annually. Illnesses or recovery requiring longer than 10 days would fall under the extended sick leave policy.

The following process should be followed if you are ill:

- **WHC or FACULTY CLINIC:** If you are supposed to be in a WHC or Faculty clinic, notify Dr. Taylor and Dr. Swanson via text as soon as possible. Additionally, leave a voicemail for Rachel at 272-2008 regardless of whether you are supposed to be at Faculty clinic or WHC. Messages are checked at 0700 every day and allow the clinic to start contacting patients if no coverage can be arranged. In most cases, patients will have the option to be seen by a covering provider or may reschedule with their preferred provider.
- **OR:** If you are supposed to be in the OR, notify Dr. Taylor and Dr. Dorin via text as soon as you know you will be out. Cases will be covered or canceled depending on the availability of providers.
- **LABOR & DELIVERY:** If you are supposed to be in L&D, notify Dr. Taylor and Dr. Murata via text as soon as you know you will be out. Appropriate coverage will be arranged. If it is a weekend, contact the backup person directly. On weekends, it is your primary responsibility to ensure coverage and make certain someone shows up. You may include Drs. Taylor and Murata on this communication
- **CRH CLINIC:** If you are scheduled to see patients at CRH, please notify Dr. Singh, Dr. Hofler and Melissa Blacklock via a call or text as soon as possible. Except in the case of an emergency, this should be no later than at least 1 hour prior to the start of clinic. In most cases, patients will have the option to be seen by a covering provider or may reschedule with their preferred provider.
- **NON-CLINICAL TIME:** If you are supposed to be on Administrative, Research, or Education duties, email the scheduling group (Patricia or Angela), your Chief and your Program Coordinator. Qgenda will be updated and other arrangements made if necessary.

**APPROVAL**

Prepared by: Taylor/High

Approved by: \_\_\_\_\_

Approval: E. J. [Signature]  
Chair, Department of Obstetrics & Gynecology

12-14-16  
Date

SOP # / Version #	Effective Date	Supersedes	Review Date	Summary of Change(s)

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