

# **KBIM Leave Policy**

## **A. ANNUAL LEAVE**

### **1.0 Annual Leave Allowance**

- 1.1 Residents are allowed to take up to **30 days of Annual Leave** per academic year; from the beginning of October to the end of September of the following year.
  - 1.1.1 Starting on October 1<sup>st</sup> and ending on September 30<sup>th</sup>.
- 1.2 Annual Leaves **MUST NOT** be transferred to the next academic year.
- 1.3 You are required to attend **75%** of your rotation in order to successfully pass the rotation.
  - 1.3.1 You may take up to 1 week of leave in a 1-month rotation.
  - 1.3.2 You may take up to 2 weeks of leave in a 2-month rotation.
- 1.4 Annual leaves, sick leaves and official holidays are all included when counting the maximum number of leaves allowed within each rotation.
- 1.5 It is your own responsibility to ensure that the number of days missed lies within this general rule.
- 1.6 For every 7 days of continuous leave that you take off, you will be given 2 days back.
  - 1.6.1 If you take 14 days of continuous leave, then you will receive 4 days.
  - 1.6.2 If you take 10 days of continuous leave, then you will only receive 2 days.
  - 1.6.3 Days off must be multiples of 7 to be eligible to get 2 days back.
- 1.7 Out of the 30 COUNTED days of leave allowed for residents during the academic year, ONLY 20 DAYS can be taken during MTU rotation**
- 1.8 *Note that the rules of start and end of your leave are different and separate from the Ministry of Health (MOH) rules. When you fill in your MOH forms, you will continue to include only the first and last working day within your leave and follow the MOH rules and regulations.*

### **2.0 Leave Application Process**

- 2.1 Leaves have to be submitted through the website: <https://kbim.app>
  - 2.1.1 Leaves submitted through the website gives you initial approval from the KBIM program but this does not exempt you from completing the official MOH leave forms.
  - 2.1.2 Going on leave without an official leave from MOH is considered professional misconduct and will be managed accordingly.
- 2.2 Official MOH "Leave forms" need to be uploaded as an attachment to the KBIM leave request upon completion.
  - 2.2.1 Each site has its own leave process policy, which you may find on the website.
- 2.3 Official MOH "Return from leave forms" need to be uploaded as an attachment to the KBIM leave request upon return from your leave.
- 2.4 Upon completion of your leave request through the website, you need to contact the appropriate clinical tutor and/or site coordinator to inform them of your leave dates.
  - 2.4.1 The site coordinator must be contacted if you are doing a Medical Teaching Unit (MTU) rotation.
    - 2.4.1.1 They will assign a specific MTU and you will be required to get the clinical tutor approval of that specific unit.
    - 2.4.1.2 The site coordinator may give approval without the need of MTU clinical tutor approval in special circumstances.

- 2.4.1.3 In some hospitals: Prior to the beginning of the rotation, only site coordinator approval will be enough and after beginning the rotation, you will need the approval of both rotation clinical tutor as well as site coordinator.
- 2.4.2 The appropriate sub-specialty tutor as well as the site coordinator must be contacted if you are doing a sub-specialty rotation within one of the general hospitals.
- 2.4.3 The appropriate sub-specialty tutor must be contacted if you are doing a sub-specialty rotation in one of the peripheral hospitals.
- 2.4.4 All forms require to be approved by the Program Director (PD)/Assistant Program Director (APD) before you go on your leave.
- 2.5 If you apply for an annual leave that includes an ONCALL day, the leave must be **AT LEAST 3 DAYS TOTAL**
  - 2.5.1 You **MAY NOT** take 1 day or 2 days annual leave if an ONCALL day is included
- 2.6 It is your own responsibility to make sure that all your forms are submitted and leaves have been approved before going on leave or travelling. **Failure to do so is considered professional misconduct and will be managed accordingly.**

### 3.0 General Leave Rules

- 3.1 **The exact dates of “days off work” needs to be indicated when you take a leave; this includes the weekends and any official vacations including Eid, National/Liberation Days, Israa & Miraj, the Prophet’s Birthdate or any other State Official Holidays.**
- 3.2 You are encouraged to request your leave as early as possible to ensure that it gets approved.
- 3.3 We recommend that you ask for leaves at least two weeks prior to the start of your rotation to ensure site coordinators have enough time to arrange their schedules accordingly.
- 3.4 Leaves will be approved on a first come, first serve basis.
- 3.5 You may be asked to change your leave dates if many residents have asked for the same dates that may cause a shortage in staff, which may affect patient safety.
- 3.6 Residents that have exams (R1, R2 and R4/R5 residents) will get priority for study leaves around their exam dates if the leaves are submitted between the beginning of October and the end March and then starting in April, leaves will be granted as a first come, first serve basis.
  - 3.6.1 Leave priority for KBIM exams: **2 weeks prior to the exam date**
  - 3.6.2 **Total number of leave days before ANY exam will be limited to 14 days.**
    - 3.6.2.1 Combining annual leaves with study leave will not be permitted if the total number of days exceeds 14 days.
- 3.7 Examples:
  - 3.7.1 If you take a leave from Sunday to Thursday, then you will be expected to be available to do oncall from 7 am on the Friday after your leave.
  - 3.7.2 If you take a leave starting on Sunday, then you will be expected to cover oncall on the Friday and Saturday prior; and until 7 am of the Sunday morning of your leave.
  - 3.7.3 If you take a leave that ends before a holiday, i.e. Eid or any other official holiday then you are expected to come to work during that Eid break. In order to include Eid days in your leave you need to include those dates within your leave dates.
  - 3.7.4 You are expected to come during the weekend **after** your leave if your leave ends on Thursday even before completion of the official return of leave paperwork for MOH.

- 3.7.5 If you want the weekend **BEFORE** your leave to be included in your leave then you must include the Friday and Saturday before within your leave dates.
  - 3.7.6 If you want the weekend **AFTER** your leave to be included in your leave then you must include the Friday and Saturday after within your leave dates.
  - 3.7.7 No resident is allowed to take 1-2 days before the weekend or on an official holiday and assume to be off for more than 1-2 days.
  - 3.7.8 If the official Eid leave is 1 week and you wish to take the week prior or after Eid as a leave, then Eid dates need to be included within your leave request form. If you just take 1 week off, then you will be expected to come to work during the Eid break even before completion of the official return of leave paperwork for MOH.
- 3.8 You can apply for a leave even if it lies within two separate rotations but must be within the same academic year. However, if your leave starts in September and ends in October, then you have to apply for two separate leaves. For example: if you require to take a leave from 27/9 to 7/10, then two separate leave forms must be completed from 27/9 to 30/9 and another from 1/10 to 7/10.
- 3.9 *Note that the rules of start and end of your leave are different and separate from the MOH rules. When you fill in your MOH forms, you will continue to include only the first and last working day within your leave and follow the MOH rules and regulations.*

## **B. SICK LEAVE**

### **4.0 Sick Leave Rules**

- 4.1 Residents are allowed a total of **15 days** of authorized **Sick Leave** per academic year, from the beginning of October to the end of September of the following academic year.
- 4.2 Medical leaves exceeding 15 days must not be counted towards an effective training period.
  - 4.2.1 Hospital admissions are included within the 15-day policy.
- 4.3 Medical leaves exceeding 15 days per year must be approved by the General Medical Council within the MOH.
- 4.4 For residents granted 30 days of continuous medical leaves twice (total of 60 days duration) by the General Medical Council, "*Leave of Absence*" rules and regulations shall apply.
- 4.5 All sick leaves need to be reported to the clinical tutor within the unit and the site coordinator of the hospital as well as filling in the form through the website.
- 4.6 The online sick leave form must be completed **within 24 hours** upon returning to work.
  - 4.6.1 Official "Sick Leave" from the hospital, polyclinic or Sahel/Q8Seha needs to be uploaded as an attachment to the KBIM leave request upon completion.
  - 4.6.2 The **number of missed oncall days** needs to be filled on the KBIM form when taking a sick leave during an oncall.
- 4.7 The clinical tutor within the unit must be informed IMMEDIATELY upon knowing they cannot attend the oncall; ideally prior to the start of the oncall. This can be via a phone call, SMS or Whatsapp message.
  - 4.7.1 Sick leaves during oncalls must have valid medical excuse or a hospital admission, i.e. hospital admission form must be uploaded or a valid medical excuse from hospital, polyclinic or Sahel/Q8Seha.
  - 4.7.2 The team must be informed a day in advance if possible if there is a major medical issue.

4.8 The site coordinator must be informed about **ALL** sick leaves during oncalls.

**4.9 It is the resident's responsibility to make sure that all their clinical duties are covered when they are away in terms of daytime duties, oncalls, longitudinal clinics and academic days by contacting the clinical tutors and appropriate staff.**

#### 5.0 Sick Leaves during Oncall Days

**5.1 If you miss 2 oncalls for a sick leave within 1 academic year, you will have a meeting with program leadership**

#### 6.0 Sick Leaves during Academic Activities

6.1 The resident **must attend 75% or more of all academic days** in order to pass the year.

6.1.1 If any resident fails to meet this criteria they might be referred for remediation and missed topics must be presented on a separate day to their remediation supervisor.

6.1.1.1 This will be decided on an individual resident basis.

6.2 Any sick leaves taken during an academic day must be reported through the website.

6.3 The **missed academic day** tick box needs to be indicated when filling the online sick leave form.

6.4 Residents that are excused from their clinical duties due to other academic activities (eg. KIMS courses, conferences, etc...) must attend these activities. If they are ill or require to take a sick leave, then the same rules apply.

## **C. STUDY LEAVE**

#### 7.0 Study Leave Rules

7.1 Residents are allowed to take up to **14 days** of **Study Leave** during the 5-year residency program.

**7.2 The last day of the study leave has to be the last day of the examination.**

7.3 The study leave must ONLY be granted for KBIM examinations and no other examinations.

7.4 The study leave may be used for Part 1 or Part 2 KBIM examinations.

7.4.1 It can be split into two separate weeks.

7.4.1.1 Seven days for Part 1 Examination.

7.4.1.2 Seven days for Part 2 Examination.

7.4.2 It may also be given as two continuous weeks.

7.4.2.1 Fourteen days for Part 1 Examination.

7.4.2.2 Fourteen days for Part 2 Examination.

## **D. SPECIAL LEAVES**

#### 8.0 Emergency Leave

8.1 Each resident shall be granted **4 days per academic year** of Emergency Leaves in line with MOH regulations.

8.1.1 The resident **cannot take 2 consecutive days** as an emergency leave as per MOH rules.

- 8.1.2 Since KBIM residents are eligible for days in return for each week of vacation they get, those four days will be deducted from the overall allowed days per year.
- 8.2 The resident has to ask the rotation coordinator ONLY for the emergency leave and not any clinical tutor.
- 8.3 The Emergency Leave has to be requested on the website: <https://kbim.app>
  - 8.3.1 No other official paperwork is required to be done at the site.
- 8.4 The rotation coordinator has to approve the leave on the website before the resident starts their leave.
  - 8.4.1 Once the PD/APD approves it; it will automatically be deducted from the annual leaves.
- 8.5 If annual leave days are exceeded for a specific rotation (i.e. annual leaves of 7 days for a 1-month rotation and 14 days for a 2-month rotation) and more than one day of emergency leave is required; this matter will be dealt with by the discretion of the rotation coordinator and site coordinator.
  - 8.5.1 Residents may need to make up for missing days by doing an extra weekend round or an extra presentation, etc...
  - 8.5.2 This will be decided on an individual resident basis.
- 8.6 Residents may not be eligible to pass a rotation due to **absences exceeding 25%** of the rotation.
- 8.7 The residents are not allowed to miss any days of work outside of the emergency or annual leave for any given reason.
- 8.8 KBIM will **NOT ACCEPT** residents missing days off work granted on a friendly basis by the tutors.
  - 8.8.1 Residents will have legal consequences for missing work days without an emergency or an annual leave.
  - 8.8.2 Clinical tutors who grant such days off for residents will have their contract renewal reconsidered.

## 9.0 Conference Leaves

- 9.1 A resident can apply for a Conference Leave as an Annual Leave.
  - 9.1.1 This will be included within the annual leave days.
  - 9.1.2 This will not be considered as a separate leave.
- 9.2 Evidence of Registration to the Conference to be uploaded.
- 9.3 Certificate of Attendance to be uploaded.

## 9.0 Maternity Leaves

- 9.1 A female resident shall be granted 30 days of maternity leave.
- 9.2 This may be requested twice during her residency.
- 9.3 If the resident requires any extra time off; then she should apply for a Leave of Absence (LOA).
- 9.4 Maternity Leaves documents are available in each medical department at each site.
  - 9.4.1 Separate policy is available on the KBIM website: Policy section.

## 10.0 Paternity Leaves

- 10.0 A male resident that has just been blessed with a child can take up to 3 days (official excuse from work) to complete the official papers of the baby.
- 10.1 The resident must apply for this leave on the KBIM website.
  - 10.1.1 The days will be deducted from the annual leave days.
- 10.2 The child birth certificate must be included.

10.3 The 3-day exemption is from morning duty only.

10.4 The resident is **NOT** exempt from attending oncall duties.

#### 11.0 Companion Leaves

11.0 Each resident shall be allowed a total of 15 days of companion to first degree relative.

11.0.1 An authorized letter from the treating physician and head of department indicating a day of admission and discharge must be provided.

11.0.2 In case of travel abroad, companion approved letters from treatment abroad office must be provided.

#### 12.0 Hajj Leaves

12.0 A Muslim resident can be granted 30 days of Hajj Leave once during residency.

12.0.1 This leave must **not** have been granted prior to joining the program.

12.0.2 The resident must be officially registered by pilgrim group, licensed by the Ministry of Awqaf and Islamic Affairs.

12.0.3 Evidence of presence in Kingdom of Saudi Arabia during the period of Hajj as shown in resident passport.

12.0.4 Hajj Official MOH Mission is only allowed **ONCE** to a resident and shall not consume the Hajj Leaves.

12.0.4.1 Official letter from MOH must be included.

12.0.4.2 The dates of this leave should be from the start of the mission and end on the last day of the mission.

12.0.4.3 If any extra leave days are required, then they must be taken from the resident annual leave days.

#### 13.0 Grievance Leaves

13.0A resident shall be granted 4 days of grievance leave upon the death of first-degree and second-degree relative.

13.0.1 First degree relatives are: Parents, spouses and children.

13.0.2 Second degree relatives: Siblings, grandchildren and grandparents.

13.1 Official Death Certificate must be uploaded on the website.

#### 14.0 Female Widow Grieving Leaves

14.1 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.

14.2 Official Governmental letter is required.

## **E. LEAVE OF ABSENCE**

#### 15.0 Leave of Absence (LOA)

15.1 This is a period when the resident needs to interrupt their training due to various reasons.

15.2 The LOA must be discussed and approved by the Program Director (PD).

15.3 The PD must notify the KIMS Office of Postgraduate Education (PGE) of the details, including the first and last day of the LOA.

15.4 The LOA is a voluntary leave for a specific period of time that a resident may choose to take during their residency for **legitimate** reasons.

- 15.4.1 The LOA must be a **minimum of 2 months**.
- 15.4.2 The LOA can go up to a **maximum of 12 months** during the 5-year KBIM training Program.
- 15.4.3 Residents need to have passed a minimum training period of **21 months of rotations** to be able to enter Part 1 KBIM Examination.
  - 15.4.3.1 The resident is eligible to take up to 3 months LOA prior to Part 1 Examination.
- 15.4.4 Residents need to have passed a minimum training period of **52 months of rotations** to be able to enter Part 2 KBIM Examination.
  - 15.4.4.1 The resident is eligible to take up to 8 months LOA prior to Part 2 Examination.
  - 15.4.4.2 The resident may take up to 12 months of LOA (as per KIMS official rules), however their final KBIM Examination date will be postponed until they complete the missed/required rotations.
- 15.5 LOA **must not** be taken shortly before the KBIM official examinations.
  - 15.5.1 It may not be linked with an annual leave.
  - 15.5.2 It may not be linked with a study leave.
  - 15.5.3 With the discretion of the KBIM program with the agreement of the KIMS Office of Postgraduate Education, if residents need to take an LOA shortly before the examination; they may not be allowed to register for the examination and may be asked to take the examination at a later date.
- 15.6 If a resident LOA exceeds 8 months, they may still stay in the program however their examinations will be delayed or rotation period may need to be extended after the KBIM examination.
- 15.7 A resident is allowed a cumulative maximum of 8 months during residency; which may be taken on separate occasions during the 5-year program
- 15.8 LOA must not interfere with total number of MTU months per year
  - 15.8.1 Every resident **MUST** complete 6 months of MTU for each academic year.
  - 15.8.2 If an LOA is taken near the end of the academic year, MTU months will be added to the next academic year.
  - 15.8.3 Training might need to be extended if total MTU months has not been completed for that academic year.
  - 15.8.4 If the academic year includes ICU and CCU, these must be compensated as well.
- 15.9 The LOA shall be taken as a block of rotations and not mid-rotation.
  - 15.9.1 If under special circumstances, LOA is approved during a rotation, criteria for maximum allowed leaves during the rotation is applied to credit the successful completion of the rotation.
- 15.10 For every 10 days of LOA, 1 day of annual leave will be deducted from the annual leave allowance from the academic year in which they return
  - 15.10.1 For example: if the LOA was 60 days, then 6 days will be deducted from the annual leave balance
  - 15.10.2 Any negative balance will be subtracted from the allowance for the following academic year
- 15.11 **No annual leave will be permitted in the 30-day period following return from LOA**
- 15.12 The period of LOA must not be considered as effective training period of postgraduate education.
  - 15.12.1 LOA is not considered to be an automatic vacation.

15.12.2 Residents must commence work in their mother hospital; where their MOH files belong.

15.12.3 If they require time off; they must take an official leave from their mother hospital and follow official MOH leave policy.

## **F. EXCUSE FROM WORK**

### **16.0 Official Excuse**

16.1 Each resident shall be granted Excuses in line with MOH regulations however that will result in a delay in fulfilling their training requirements.

16.1.1 Official excuses are for matters that cannot be addressed after working hours.

16.2 In order to ensure that the residents' training requirements do not get extended; the residents have a limit of **12 (TWELVE) 2-hour excuses** per academic year.

16.3 The excuse can either be:

16.3.1 **Early excuse:** from 7 am - 10 am

16.3.2 **Late excuse:** from 11 am - 2 pm

16.4 Each excuse has to be documented on the website: <https://kbim.app> and requires approval by the rotation coordinator.

16.5 The residents are not allowed to ask for excuses that are not documented on the website.

16.6 If a resident requires more than 2 excuses per month, the site director must be informed as well as the rotation coordinator.

16.7 Residents who do not document their excuses will have legal consequences for missing work hours.

16.8 Excuse paper for MOH must be filled and handed in to the medical department secretary.

16.9 Excuse Requests must **ALSO** be completed on the MOH Smart Attendance Application.