



## DEPARTMENTAL POLICIES & PROCEDURES

Department Name: Post-Graduate Education –	Region: All MNGHA Regions
<b>Subject:</b> Postgraduate Trainee Leave Policies and Procedures	
Original Date: 1 OCT 2006	Revised Date: 17 July 2023
Reference: 9667-13	Replacement: 9665-25-00-01 & 9665-06
<b>Applicable - Employees / Departments:</b> Postgraduate Medical & Allied Health Trainees in all MNGHA facilities.	

### 1. STATEMENT OF PURPOSE

To apply for leave during the academic year (01 October to 30 September for Residency and Diploma Programs, and 01 January to 31 December for Fellowship Programs). The contents of this DPP are in accordance with Saudi Commission for Health Specialties and the Ministry of National Guard Health Affairs regulations.

### 2. APPLICABILITY

This DPP applies to Postgraduate Education and all relevant departments and personnel involved in the PGT leave.

### 3. RELATED REFERENCES

- 3.1. Executive Regulations for Training, Postponed, Withdrawal and Leaves, Saudi Commission for Health Specialties, (1439H).
- 3.2. Executive Regulations for Training, Termination, Saudi Commission for Health Specialties, (1439H).

### 4. DEFINITIONS

4.1. **MNGHA** refers to the Ministry of National Guard Health Affairs

a. **PGE** refers to the Post Graduate Education department that includes:

- i. Postgraduate Medical Education supervising the Medical Residency and Fellowship training programs conducted in the relevant MNGHA region.
- ii. Postgraduate Allied Health Department supervising the Allied Health training programs conducted in the relevant MNGHA region.

4.2. **PD** is an acronym for Program Director who can be defined as “the consultant/supervisor who supervises the training process and trainees for specialization in the training center in accordance with the rules and regulations applicable in the SCFHS” with taking in consideration the institution policies and procedures.

4.3. **Post Graduate Trainee (PGT)** refers to postgraduate medical residents and fellows registered with the Post Graduate Medical Education Department, and refer to Allied Health Diploma (AHD) trainees, and Allied Health Residency (AHR) Trainees who are registered with the Postgraduate Allied Health Training Management

4.4. **ITC** refers to the Institutional Training Committee chaired by the DIO as per the ITC formation Order.

4.5. **TPC** refers to Training Program Committee

## 5. POLICY

5.1. PGT is eligible to take scheduled leave provided that the approved Travel Request and Authorization (TRA) is submitted forty-five (45) days prior to departure date.

5.2. PGT in a training program at the MNGHA is entitled to:

5.2.1. Total of 4 weeks annual leave.

5.2.1.1. PGT taking annual leave must take a minimum of one week at any one time. Where leaves are taken in a block, the days of the weekend (Friday and Saturday) will be calculated as part of the leave when falling in the middle of the leave period. When leave ends on a Thursday, the Friday and Saturday will not be counted as leave. However, the PGT must accept that he/she must be available if, due to operational necessity, they are required for on-call duty on the Friday/Saturday.

5.2.2. One Eid holiday which should be taken in block either during Eid Al Fitr or Eid Al Adha as per the institutional arrangement, through coordination with trainees' medical/allied health department.

5.2.3. Emergency leave (compassionate leave): may not be booked electively and emergency leave must be justified to the PD. This leave is for emergencies only and does not qualify as part of the annual leave allocation.

5.2.4. Female PGT is eligible for 70 Days Maternity Leave as per the institution policy No. APP 1428-12 Maternity Leave.

5.2.5. Male PGT is eligible for 3 days Paternity Leave as per the institution policy No. APP 1429-35 Employee Leave Entitlements.

5.2.6. PGT is eligible for 5 days marriage leave as per the institution policy No. APP 1429-35 Employee Leave Entitlements.

5.3. If the total training interruption in the training year exceeds 90 days including all leaves and interruptions, the trainee will repeat the training year as per SCFHS regulations.

5.4. **Absence** from the training program for 30 continuous days or 45 discontinuous days during the training program without accepted justification by the Training Program Committee (TPC) and Institutional Training Committee (ITC) will lead to termination from the training program as per Executive Regulations for Training, Termination, Saudi Commission for Health Specialties, (1439H).

5.4.1. If the absence is justified and accepted by the TPC and ITC, the days off in excess of 40 days for each year must be compensated. This may be done either by using part of the 40 day leave entitlement in a subsequent year or at the end of the training period. Periods of missed training must be completed in order for the individual to be allowed to write the final qualifying examination in his/her specialty. Training is not considered completed until these extra days are made up.

5.5. In the case of **illness**, the PGT must notify the Secretary of the Department immediately. The Department Secretary is responsible for notifying the PD. Supportive documentation from Staff Health or the attending physician must be provided. A Doctor's Certificate must be submitted to the Department Secretary within 24 hours of return from sick leave. A leave form must be completed. This may be done by the PGT before leaving or the Department Secretary if the PGT is unable to complete the form prior to beginning sick leave. In the latter case, the PGT must sign the form upon his/her return. Copy of the sick leave form must be sent by the departmental secretary to the PGE office.

5.5.1. The non-elective sick leave is not considered from the annual leave, and the PGT has to compensate the missing rotation during the sick leave period before completion of the program.

5.5.2. Elective medical treatment and/or surgery may only be done during annual leave and does not qualify as sick leave.

5.6. In the case of continuous interruption for more than 12 months or intermittent interruption for more than 18 months during the training period, the candidate will be dismissed from the program as per the regulation of Saudi Commission for Health Specialties.

5.7. PGT who is on duty for Haj in Makkah will be considered as working at MNGHA and will be counted as in training. Haj duty does not constitute leave.

5.8. Carry forward of leave from one academic year to the next is not allowed.

5.9. No more than 25% of House Staff in any program may be away at the same time.

5.10. PGT may be given educational leave for maximum of 7 days per training year to attend conferences or workshops in the same specialty or related specialty conditioning to provide a proof of attendance.

5.10.1. The educational leave should be approved by PD and PGE.

5.10.2. Educational Leave expenses are the responsibility of the PGT.

## **6. PROCEDURES**

6.1. Obtain the PD approval. The PD must ensure that the trainee is eligible for the applied leave and that it meets the regulations of the SCFHS and MNGHA.

6.2. A copy of the leave will be forwarded to PGE for record.

6.3. The PGT must have received a copy of the approval leave application prior to departing on leave.

#### 7. RESPONSIBILITIES:

7.1. It is the responsibility of PGE and all relevant departments and personnel involved in the PGT leave in MNGHA to implement the provisions of this DPP.

#### 8. APPROVAL

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Date 18 JUL 2023

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Date 19 JUL 2023

##### RECOMMENDED BY:

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Date 19 JUL 2023

##### APPROVED BY:

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King Saud Bin Abdulaziz University for Health Sciences



Date 19 JUL 2023