

**CIS Leave of Absence (LOA)  
Retraining Procedure**

Prior to LOA

- 1) When an employee/physician takes an LOA, the applicable Manager/Employing Authority (or designate) completes the LOA section of a CIS User Change or Removal Request Form. This will be forwarded to the Service Center and the employee/physician's account will be locked for the duration of the LOA. Form is located at <http://iis.peigov/forms>

Prior to & Upon Return

- 1) If major functionality has been implemented since LOA:
  - Employee/physician will need applicable training, AND
  - Employee/physician must pass competency assessment.
- 2) If no major functionality has been implemented since LOA:
  - Manager/Training Lead may determine that applicable training/refresher is required. If so, employee/physician must pass competency assessment after the training OR:
  - Manager/Training Lead may determine that applicable training/refresher is NOT required; therefore, no new competency will be needed.
- 3) Once competency by employee/physician has been completed or if no new training was needed, the Manager/Designated Trainer will call the Service Center to have the employee/physicians' account unlocked.
- 4) The Manager/Employing Authority (or designate) shall not schedule the employee/physician for work until they have received the appropriate training/competency