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Owner Julie Mccoy:
Senior Manager
Pharmacy
Policy Area Medication
Management
Applicability WA - Providence
St. Peter Hospital

Pharmacy Residency Program: Leave of Absence

POLICY NUMBER: 77100-HR-006

PURPOSE:

Address request for leave of absence during a Pharmacy Residency.

APPLIES TO:

All Pharmacy Practice Residents of Providence Health & Services South Puget Sound (SPS) Providence St. Peter Hospital (PSPH).

POLICY STATEMENT:

Outlines process for requesting leave of absence from the Pharmacy Residency Program.

OBSERVATION & SAFETY FACTORS:

N/A

PROCEDURE:

1. All leaves of absence are to be requested from the Pharmacy Residency Director, as far in advance as possible, stating the reason for the leave and the amount of time requested.
 - A. A written reply to grant or deny the request shall be given by the director within thirty (30) days.
 - B. A leave of absence begins on the first day of absence on the work, which will be

defined as the effective date of the leave on the Leave Request Form.

- C. Ordinarily, the employee must provide thirty (30) days' advance notice to the director when the leave is foreseeable.
- D. Residents may voluntarily or involuntarily be separated from employment if they are unable to meet requirements of residency, (please see policy "[Pharmacy Residency Program: Separation of Employment](#)").
- E. Leave of Absence (time away from program) can not exceed a combined total of the greater of (a) 37 days per 52-week training program, or (b) the minimum number of days allowed by applicable federal and/or state laws, without extension of the program, and includes: vacation, sick time, interview time, personal days, holidays, religious time, jury duty, bereavement leave, military leave, and parental leave.
 - A. The Residency Certificate will be awarded only after satisfactory completion of all the residency requirements.
 - B. Residents will complete at least two-thirds (35 weeks or 245 days) of the one-year program as a licensed pharmacist.
 - C. Requests for extended leave will be reviewed on a case-by-case basis. Collaboration with Human Resources Team will determine if the leave request can be granted, based on time of the residency year, paid time off (PTO) accruals, and HR policies.
 - If leave is granted for a time period above and beyond the allowable time noted above, then the residency may be extended for the necessary time to complete the year-long commitment, by the number of days the resident is away from the program in excess of 37.
 - The decision to grant extended leave is dependent on the resident's willingness, and ability to complete the requirements in a reasonable time frame, and the ability of the Pharmacy department to meet the request.
 - Paid leave offered to the residents is defined in HR policy and is not defined by the ASHP PGY1 Standard.

D. Extension requests are also considered by the RPD, Director of Pharmacy, and HR Team on a case-by-case basis. For approved extensions, residents continue with benefits as employees of Providence.

AGE-RELATED CONSIDERATIONS:

No

CONTRIBUTING DEPARTMENT/COMMITTEE APPROVALS:

None

DEFINITIONS:

N/A

ATTACHMENTS:

N/A

OWNER:

Senior Manager, Quality & Medication Safety - Pharmacy Services South Puget Sound

REFERENCES:

N/A

ADMINISTRATIVE APPROVAL:

Regional Director, Pharmacy Services South Puget Sound

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All Revision Dates

7/11/2023, 8/31/2022, 12/1/2021, 4/10/2019, 6/22/2018, 6/13/2017, 10/5/2016, 7/19/2016, 3/1/2014

Approval Signatures

Step Description	Approver	Date
Site Administrator, SWSA	Erika Sherie Luat: Quality Accreditation Analyst	7/11/2023
Regional Director Pharmacy Services SWSA	Lauren Bristow: Senior Director Pharmacy	6/26/2023
	Julie Mccoy: Senior Manager Pharmacy	6/26/2023

Standards

No standards are associated with this document