

<b>PGY2 Pharmacy Residency: <i>Leave Policy</i></b>	
<b>SUBJECT: Paid and Unpaid Time Away from Residency</b>	
<b>DEPARTMENT:</b> St. Peter Family Medicine Residency	<b>EFFECTIVE DATE:</b> 7/1/2015 <b>REVISED DATE:</b> 10/18/2018

**I. PURPOSE/SCOPE**

Leave impacts both the resident’s ability to meet graduation requirements determined by American Society of Health System Pharmacists (ASHP) and receive compensation.

- A. The ASHP standards for residents require a minimum of 12 months, full time equivalent training time for the residency. Elective rotations and professional meeting days are part of the required learning experience. The minimum requirement will generally be exceeded even if all interview, vacation and sick days are used based on hours spent completing residency requirements.

**II. LEAVE BENEFITS**

**A. Planned Personal Leave**

**1. Vacation – 10 days**

- a. May also be used for personal interviews, professional leave and sick leave.
- b. Available vacation leave is deposited annually at the beginning of the academic year and reported via Providence Human Resources system, ProvConnect

**2. Sick Leave – 8 days**

- a. Planned sick leave follows the same procedures as other planned leaves
- b. Available sick leave is deposited annually at the beginning of the academic year and reported via Providence Human Resources system, ProvConnect

**3. Paid Holidays – 7 days**

- a. Providence Medical Group observes the following holidays.
  - i. New Year’s Day
  - ii. President’s Day
  - iii. Memorial Day
  - iv. Independence Day
  - v. Labor Day
  - vi. Thanksgiving Day
  - vii. Christmas Day
- b. PMG Clinics are closed on the holiday
  - i. If the holiday falls on a Saturday the clinic is closed the Friday prior
  - ii. If the holiday falls on a Sunday the clinic is closed the following Monday
- c. PGY2 Pharmacist Time Away requests do not need to be submitted for these paid holidays.

- d. Residents on elective rotation during paid holidays also receive the paid holiday as time away from the elective rotation.
- 4. **Personal Interviews – 5 days**
  - a. Defined as time away from residency responsibilities for the purposes of seeking employment post-residency.
  - b. Personal interview days are tracked by the Residency Administrative support
- B. **Planned Professional Leave**
  - 1. **Professional Leave – 12 days**
    - a. Includes travel to and attendance at regional, state or national presentations and meetings.
    - b. Travel should be booked within a reasonable time frame from the beginning and end of the conference.
      - i. Additional days, outside of the conference time and required travel time should be documented as vacation days.
      - ii. See the Continuing Education Stipend policy for details on how to book travel and accommodations for professional meetings
  - 2. **Elective Rotation – maximum 400 hours (the equivalent of 10 weeks)**
    - a. Elective Rotations require advance planning
- C. A resident must **work a minimum of 6 hours during clinic time**, excluding lunch break, in one day to avoid having the day count as time away.
  - 1. Residents are discouraged from taking ½ days of leave as the benefits system only documents in full 8 hour day increments.
- D. Unused leave cannot be used for other types of leave
  - 1. With the exception of vacation days as outlined in II.A.1.a.
- E. **Definitions:**
  - 1. **Planned Leave with On-Time Request:** leave requested through appropriate procedures by the deadlines outlined in this policy
  - 2. **Planned Leave with Late-Request:** leave requested through appropriate procedures after the deadlines outlined in this policy but > 48 hours in advance of the leave date
  - 3. **Unplanned Leave:** leave < 48 hours in advance of the leave date

### III. PLANNED LEAVE

- A. Planned leave is approved by the family medicine preceptor and, when applicable, the Residency Program Director.
  - 1. Plans for meeting learning experience expectations are determined by the primary preceptor(s) impacted by the leave
- B. No more than 10 consecutive work days may be taken as pre-planned leave.
- C. Planned leave is not permitted during the last week of residency.
- D. **Planned leave**, excluding holidays requires approval through the following process:
  - 1. Submission of PGY2 Pharmacist Time Away Request (Attachment A) to the family medicine preceptor via email a minimum of 12 weeks in advance of the date of leave
    - a. Leave occurring within the first 12 weeks of residency should be submitted within the first 2 weeks of orientation.
    - b. The resident is additionally responsible for discussing impact of leave on other learning experiences with the impacted preceptors and establishing a plan to meet learning experience expectations.
    - c. Resident will coordinate with primary preceptor to determine if primary preceptor EPIC schedule should be opened
- E. Once leave is approved residents are responsible for:
  - 1. Updating their clinic schedule in Epic and Outlook calendar

2. Email approval to:
  - a. Assistant Director of Ambulatory Care Services - documentation on Ambulatory Combined Schedule.
  - b. Residency Administrative Support – tracking purposes
3. Ensuring accurate communication of leave to their clinic team via clinic policies and procedures

#### **IV. UNPLANNED LEAVE**

The resident is to notify by 7am the Residency Administrative Assistant via phone and leave a voicemail if not answered at 360.493.7525.

#### **V. EXTENDED LEAVE**

- A. In the event of a serious medical condition or other extenuating circumstance requiring extended leave, residents may take remaining personal leave days, excluding holidays which cannot be changed from the pre-set date.
  1. Any additional required time off will result in an extension of the residency program beyond the target completion date.
- B. In the event that extended leave is required the resident's customized plan will be updated to reflect how requirements for successful completion of the residency will be met, including any extension of the residency completion date.
  1. The plan will be developed by the resident, program director and resident's advisor to assure the resident is treated fairly.
  2. The plan will be presented to the Pharmacy Residency Advisory Council who will approve or suggest modifications to the proposal.
- C. Extension of the residency program will not exceed 4 weeks and is subject to Pharmacy Residency Advisory Council approval.
  1. In the event that more than 4 weeks is required to meet graduation requirements as outlined by both ASHP and St. Peter Family Medicine Residency policies the resident will not graduate that residency year and will not receive a certificate of completion.
    - i. Residents may choose to reapply for the residency through the standard interview and national match service process in future years.
- D. Details of extended leave and compensation will be determined by PMG HR Policies.

#### **VI. ATTACHMENTS**

Attachment A – PGY2 Time Away Request Template



PGY2 Pharmacist  
Time Away Request |