



Children's
of Alabama

Pharmacy Resident Leave Policy

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Approvals

- Committee Approval: Rx Leadership P&P Committee approved on 10/2/2023
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Revision Insight

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4/3/2023 request of RxResCo; there are new ASHP guidelines; 7/28/2023 RxResCo recommendation to route to HR after Rx collaboration; 9/26/2023 RxL agreed with edit based on final review then use this meeting for approvals



Pharmacy Resident Leave Policy

I. Purpose:

This publication establishes the policies and procedures governing the granting of Paid Time Off (PTO), Employee Illness Bank (EIB), and professional leave to pharmacy residents, and the policies regarding extended absences from the residency program

II. Scope:

Applies to all current Pharmacy Residents

III. Policy:

1. Children's of Alabama (COA) Pharmacy shall seek to provide its residents with appropriate time off to ensure the residents' well being and to conform to the American Society of Health-System Pharmacist (ASHP) regulations. Please see the Children's of Alabama (COA) Human Resource Attendance Policy and the COA Pharmacy Department call in procedures for further information regarding tardiness and unplanned absences.
2. Total time away from the residency program for any purpose may not exceed a combined total of 37 days in the 52-week residency training program without requiring extension of the program. Examples of time away from the program include:
 - a. Vacation, personal, religious, or holiday time
 - b. Sick days
 - c. Employment interviews
 - d. Jury duty
 - e. Bereavement leave
 - f. Military leave
 - g. Parental leave
 - h. Leave of absence or extended leave
 - i. Conference or educational days (even when required of the program)
3. **EMPLOYEE ILLNESS BANK POLICY:** The COA EIB plan is to be used for serious illness or maternity leave of the resident, serious illness of children, spouse, or parents who live with the resident, or any other serious illness under the guidelines of the Family Medical Leave Act. Residents are not eligible employees under the Family and Medical Leave Act of 1993, therefore use of EIB time is subject to the discretion of Human Resources. These days count toward total time away from the residency program.
4. **PROFESSIONAL LEAVE POLICY:** Each resident is granted professional leave, without using personal PTO days, for the ASHP Midyear Clinical Meeting, the Pediatric Pharmacy Association (PPA) spring meeting, and the Alabama Society of Health Systems Pharmacists (AISHP) fall meeting, and may be granted other designated meetings or conferences during the residency year. These days count toward total time away from the residency program.
5. **EXTENDED ABSENCE POLICY:** Any absences exceeding the allowable 37 days require the extension of training. The extension must be equivalent in both the competencies and time missed in order to complete the residency and receive a residency completion certificate. Residents will be considered non-exempt employees during any required extension. They will be paid at their resident hourly rate for hours worked to complete the extension. A plan for the extension will be developed by the residency director prior to the end of the quarter during which the absence occurred. The maximum duration of the allowable extension is 28 days. Further absence will preclude residents from eligibility to complete the residency program.

IV. Procedure:

1. It is the policy of the COA Post-graduate Year One Pharmacy Residency Program to allow for the use of PTO accrued by the resident to be used for assigned holidays, vacation, personal, or religious time, employment interviews, and

short-term sickness. If the resident's PTO bank is zero and time must be taken off for any reason, the resident must take the time as unpaid.

2. Planned PTO may be scheduled at any time during the entire residency year; however, allowing PTO is subject to the residency schedule and both the planned PTO allowance and total days away from the program the resident has accrued.
3. Planned PTO must be approved by the residency director, clinical coordinator, and the preceptor of the rotation during which the PTO will occur. Duties of the resident in their absence must be covered adequately at all times to ensure the quality of pharmacy services provided. It is expected that the resident arrange coverage of assigned duties during the requested planned PTO prior to submitting their request. The residency director may be contacted for assistance with these arrangements. PTO requests should be submitted at least one week prior to the planned absence. It is expected that the resident take no more than 12 planned PTO days during the course of the residency year, not including the 3 days allowed for one major and one minor holiday built into the annual residency schedule. No more than one planned day off per rotation is allowed.
4. PTO may be used for unplanned leave at the discretion of the residency director and clinical coordinator. Residents are expected to follow the COA Pharmacy Department call-in procedures for any unplanned leave. The resident should inform their preceptor during the time of the leave, the residency director, and the clinical coordinator of their absence. It is the resident's responsibility to ensure that one of these individuals arranges for coverage of their assigned duties for the day of the absence.
5. Bereavement days may be extended in accordance with the COA bereavement policy for a death in the immediate family.
6. Upon completion of the residency, PTO days earned but not taken will be paid to any resident not continuing employment with COA.

V. Definitions:

Not Applicable

VI. Processes

Not Applicable

VII. References/Regulation:

Not applicable.

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Attachments: (REFERENCED BY THIS DOCUMENT)	Pharmacy Resident Applicant Evaluation and Selection Procedures Pharmacy Resident Dismissal and Disciplinary Policy Pharmacy Resident Duty Hours Policy Pharmacy Resident Preceptor Requirements Pharmacy Resident Program Completion Requirements		
Other Documents: (WHICH REFERENCE THIS DOCUMENT)	Pharmacy Resident Dismissal and Disciplinary Policy Pharmacy Resident Dismissal and Disciplinary Policy Pharmacy Resident Program Completion Requirements Pharmacy Resident Duty Hours Policy Pharmacy Resident Applicant Evaluation and Selection Procedures Pharmacy Resident Preceptor Requirements Pharmacy Resident Moonlighting Policy Pharmacy Resident Program Completion Requirements Form Pharmacy Resident Licensure Policy		

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