

PHARMACY RESIDENT LEAVE POLICY

1. **PURPOSE:** To identify the policy and procedures for pharmacy residents to request and gain approval of sick leave, annual leave, family leave, leave without pay and extended leave of absence.
2. **POLICY:** Pharmacy residents will accrue, request, and use leave in accordance with applicable statutes, regulations, training program requirements and this policy.
3. **RESPONSIBILITIES**
 - a. Chief, Pharmacy Service will ensure all pharmacy managers are aware and follow the contents of this policy.
 - b. Pharmacy Managers are responsible to approve or deny leave requests in accordance with this policy.
 - c. Residency Program Directors (RPDs) will assist pharmacy managers with administration of this policy, and communicate all leave concerns to the Pharmacy Clinical Coordinator.
 - d. Pharmacy Residents are to be proactive and timely with requests for leave, in order to minimize to the extent possible the disruption of the educational process. Residents are also responsible for appropriate communication with their Residency Program Director, Pharmacy Managers, and preceptors to coordinate all absences in accordance with this policy.
4. **PROCEDURES**
 - a. Pharmacy Residents will enter electronic leave requests to account for all absences from the worksite occurring during their scheduled tour.
 - b. Pharmacy Residents shall:
 - 1) Review leave balances to determine if accrued leave is sufficient for the desired request.
 - 2) Communicate desire for leave to preceptor(s) in the affected experience(s) and account for absence in training plan and/or coverage.
 - 3) With approval from preceptor(s), notify Residency Program Director of planned absence and coverage. Upon approval of RPD, residents will enter an electronic leave request.
 - 4) Ensure planned leave requests are electronically approved by a Pharmacy Manager prior to taking leave.

c. Sick Leave (SL)

- 1) SL is provided to allow for time off for illness or health care appointments. Requests for SL should be requested as soon as the need arises.
 - a) Unscheduled SL – residents must notify the RPD and/or preceptor as soon as possible but no later than 2 hours after their scheduled tour begins when calling in sick. Electronic request will be entered as soon as feasible after returning to work. If absent for more than one day, the resident must contact the RPD/designee each day.
 - b) Scheduled SL – residents should work with preceptors to schedule health care appointments to minimize impact on learning experiences and patient care. Electronic requests for scheduled SL must be entered and approved in advance.

d. Annual Leave (AL)

- 1) AL is provided to allow time off for rest and recreation (vacation) or for personal purposes, but must be approved in advance.
 - a) In lieu of SL—AL may be requested in place of Sick Leave if not accounted for in accrued hours.
 - b) Tardiness—residents are expected to be at their work station ready to begin work at the beginning of their scheduled tour, not arriving on station at that time. AL may be requested and used to account for tardiness if more than 15 minutes late for duty.

e. Care and Bereavement/Family Leave (CB)

- 1) CB is provided to allow leave for providing care to a sick immediate family member or to mourn the death of an immediate family member/individual with a relationship equivalent of an immediate family member.
 - a) CB should be requested in advance
 - b) CB leave hours are subtracted from the resident's accrued SL hours.

f. Leave Without Pay (LWOP)

- 1) LWOP may be granted in situations where the resident has insufficient accrued hours of SL and AL to cover a requested absence.
 - a) Approval of LWOP will be limited and considered on an individual basis.
 - b) Any hours taken as LWOP will need to be reconciled against AL and SL balances at the conclusion of the residency—if LWOP used exceeds the accrued leave balances, the resident may be required to complete unpaid duty hours in order to be eligible for a certificate of residency completion.

g. Extended Leave of Absence

- 1) Extended leave is defined for the purpose of this policy as any period of time away from the residency program that would require significant alteration of the resident's training plan.
- 2) Requests for extended leave will be reviewed on a case-by-case basis, and granted only with approval of the Clinical Pharmacy Coordinator and Chief of Pharmacy after consultation with the VA Pharmacy Benefits Management national residency liaison and VA Office of Academic Affiliation (OAA). Leave requests must be consistent with current VHA guidelines and federal laws regarding the Family Medical Leave Act (FMLA).
- 3) Extended leave during the residency year should be minimized to the degree possible. In the event that extended leave is needed for medical or family leave, the pharmacy resident must notify the residency program director as soon as possible in advance.
- 4) It is the resident's responsibility to refer to Human Resources to ensure continuation of benefits for any period of time the resident is on LWOP.

h. Absent Without Leave (AWOL)

- 1) AWOL will be charged to residents for failure to request appropriate leave for absences during their scheduled tour, at the discretion of the Pharmacy Manager.
- 2) Repeated instances of AWOL will result in disciplinary action in accordance with NWIHCS Policy PHARM-105.

i. Authorized Absence (AA)

- 1) AA may be granted to authorize excused time during the resident's scheduled tour of duty for activities which are in the government's interest. Examples may include (but not limited to) attending offsite training, recruitment, or teaching activities within the structure of the residency program.
 - a) AA is not necessary when working at another NWI facility or when on travel authorization.
 - b) AA must be requested and approved in advance.

j. Travel Status

- 1) Support for resident travel on official VA business is dependent upon availability.
- 2) If travel funds are available, RPDs will assist their residents with requesting appropriate support.
- 3) If travel reimbursement is approved, the resident will be on 'Travel Status' on the official timecard and will not require a leave request.

5. REFERENCES: NWHCS Policy PHARM-105 – Pharmacy Residency Program Resident Corrective Action/Discipline Policy
6. RECISSION: NWHCS Policy PHARM-106 dated November 18, 2011.
7. FOLLOW-UP RESPONSIBILITY: Chief, Pharmacy Service
8. NEEDED CONCURRENCES: NONE

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