

Departmental Policy Title	Pharmacy Resident Leave of Absence Policy	Policy ID	13407
Keywords	pharmacy, resident, leave, absents		
Department	System Pharmacy		

I. Purpose of Policy

This policy establishes the requirements for a leave of absence from the Pharmacy residency programs.

II. Policy Scope

Post Graduate Year 1 (PGY1) Pharmacy Residents, Post Graduate Year 2 (PGY2) Residents, Residency Program Director/ Coordinator, Pharmacy Managers, Pharmacy Directors, Residency Steering Committee.

III. Definitions

- **PGY1 Pharmacy Residents:** A licensed pharmacist who has opted to complete further professional training in a yearlong Pharmacy Residency Program.
- **PGY2 Pharmacy Residents:** A licensed pharmacist who has opted to complete further specialized professional training after completion of a PGY1 Pharmacy Residency Program.
- **Residency Steering Committee:** A committee comprised of Pharmacy preceptors that ensures successful completion of the residency program.
- **FMLA Leave:** An entitlement benefit as defined by the federal Family and Medical Leave Act (FMLA) of 1993.
- **Residency Program Director (RPD):** The designated preceptor in charge of the residency program.
- **Leave of Absence (LOA):** The period of time where the resident is not at work. This period can be intermittent or continuous in nature.
- **American Society of Health-System Pharmacy (ASHP):** The organization that is responsible for accrediting the pharmacy residency programs.

IV. Policy Statement

- PGY1 and PGY2 Pharmacy residents are eligible for the following types of leave of absence:
 - **Medical Leave:** The resident, regardless of benefit status or FMLA eligibility, is eligible to take a leave of absence (LOA) from training for his/her own medical issues, thereby rendering the resident unable to work.
 - **Pregnancy:** Consistent with New Hampshire law and Dartmouth-Hitchcock (D-H) policy (see link below), Pharmacy residents are eligible to take a leave for the period of temporary disability resulting from pregnancy, childbirth, or related medical conditions.

- **Bereavement:** In accordance with D-H policy (see link below).
- **Request for Leave**
 - A written request for a LOA must be submitted to the residency program director and the resident's manager in advance with as much notice as possible.
 - The resident must contact the D-H Benefits Office to inform them of the LOA as far in advance as possible.
- **Effect of Leave on Pay**
 - All medical leaves are unpaid. However, the resident may elect to for Short or Long-Term Disability benefits at initial hire.
- **No Other Work While on Leave**
 - A resident may not accept or perform other employment, consulting, or independent contractor work of any kind during the LOA.
 - If the resident violates this provision; the resident will be considered to have resigned from the residency program.
- **Duration of Leave**
 - Any LOA greater than 5 days requires a long-term plan agreed upon by the resident, RPD, and resident's manager to make up work that ensures graduation from the program, even if time extends beyond the residency year as required by ASHP accreditation standards.
 - The residency year must consist of a minimum of 12 months and a full-time practice commitment, or equivalent. If the resident takes a LOA, time away is not counted towards the 12-month program.
 - Any LOA in excess of 3 months may require the resident to withdraw from the program.
- **Reinstatement from Leave**
 - The resident will be reinstated to the program upon the direction of his or her provider and the decision of the Residency Steering Committee, if an extension of the residency has been requested.
 - The resident must contact D-H Benefits for reinstatement.
 - Once reinstated, pay and benefits will resume.
- **Program Extension**
 - The RPD and the resident's manager may extend the residency program for a time period equal to the length of the absence, up to a maximum of 3 months.
- **Program Completion**
 - Once reinstated, the resident must complete all outstanding requirements of the residency to successfully graduate from the program as per the Successful Completion of the Residency Program Policy.

V. References - N/A

Responsible Owner:	Pharmacy Enterprise	Contact(s):	Tonya Carlton
Approved By:	Office of Policy Support - All Other Documents, Brandon Huxley, David Crosby, Linda Sawyer, Marva Williams-Lowe, Namone Pike, Staci Hermann	Version #	2
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Related Polices & Procedures:	Absence for Bereavement Policy - Employees Absence Policy - National Guard or Reserve Duty Attendance and Dependability Policy - Employees Family and Medical Leave Act (FMLA) and Servicemember Leave Policy Leave Policy - Personal Leave Policy - Pregnancy Disability Successful Completion of Pharmacy Residency Program Policy Pharmacy Resident Duty Hours Policy Leave Policy - Pregnancy Disability Leave Policy - Vermont Work Locations Leave Policy - Educational Leave Policy - Military		
Related Job Aids:			