

Departmental Policy Title	Pharmacy Resident Leave of Absence Policy	Policy ID	13407
Keywords	pharmacy, resident, leave, absence, loa		
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 Advisory Committee.

III. Definitions

- **PGY1 Pharmacy Residents:** A licensed pharmacist who has opted to complete further professional training in a year-long 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 Advisory 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 as amended.
- **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 Pharmacists (ASHP):** The organization that is responsible for accrediting the pharmacy residency programs.

IV. Policy Statement

- PGY1 and PGY2 pharmacy residents must complete the minimum term of resident appointment (52 weeks).
 - Combined PGY1/PGY2 residents must complete a minimum of 52 weeks of PGY1 prior to starting the PGY2 portion of the program
- PGY1 and PGY2 pharmacy residents as employees of Dartmouth Hitchcock are eligible for the leaves linked in the document below (e.g., National Guard or Reserve Duty, Family and Medical Leave Act (FMLA) and Servicemember, Pregnancy Disability, Vermont Work Locations, Educational, Personal, & Military).

- **Earned Time:** Outlined in program specific documentation. This includes personal as well as sick time.
- **Dartmouth Health Observed Holiday Time:** Outlined in program specific documentation.
- Residents may only be away from the program a total of 37 scheduled training days throughout the 52-week year.
 - Time away includes the following: earned time, holiday time, interview time (if not explicitly covered in earned time in the program), jury duty time, bereavement leave, military leave, leave of absence, or extended leave. Conference or education days are also considered time away from the program (ex. ASHP Midyear attendance).
 - Each program will have a tracker to document the resident's time spent away from the program.
- **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 Dartmouth Health Benefits Office to inform them of the LOA as far in advance as possible.
 - All leave requests except for Personal or Educational Leave must also be initiated through Sun Life, Dartmouth Health's leave administrator.
- **Effect of Leave on Pay**
 - Most leaves are unpaid. However, the resident may elect to use Earned Time in order to receive pay while on an unpaid leave. In addition, if the leave is for the resident's own medical condition, they may qualify for Short Term Disability benefits.
- **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 and Program Extension**
 - Any LOA requires a 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.
 - If the total amount of time away is between 38-90 days, the resident will be expected to extend the program in order to be eligible to successfully complete the residency. The extension time frame will match the duration of leave during this period. Salary and benefits are extended during this time frame.
 - Any LOA in excess of 90 days will 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.
 - The resident must contact the Dartmouth Health Benefits Office for reinstatement. If the leave taken was for the resident's own medical condition, a note from their provider clearing them to return to work is required.

- When the resident has met reinstatement criteria, they must contact their Residency Program Director to discuss program extension.
- Once reinstated, pay will resume (if the leave was unpaid) and any arrears for missed benefits contributions will be recouped by double deductions until repaid.
- **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, David Crosby, Linda Sawyer, Staci Hermann, Susan DeGrosky, Tonya Carlton	Version #	3
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Related Policies & 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 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:			