



Children's
of Alabama

Pharmacy Work Schedule

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Approvals

- Committee Approval: Rx Leadership P&P Committee approved on 12/17/2024
 - Signature: Ann Goolsby, Coord Policy and Procedure signed on 12/17/2024, 11:22:21 AM
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Revision Insight

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11/12/2024 routine review; feedback closes 12/16/2024 Removed unneeded spaces AG



Pharmacy Work Schedule

I. Purpose

To define responsibilities of each Pharmacy employee regarding the assigned schedule.

II. Scope

Applies to the Department of Pharmacy employees.

III. Policy

- A. It is the responsibility of each employee to be on time in their assigned work area according to the work schedule.
- B. Failure to comply with this policy will result in progressive discipline according to Children's of Alabama (COA) standards.

IV. Procedure

A. Swap or Extra Shift(s)

- 1. Employees are expected to work the assigned schedule.
- 2. Employees' swaps must be approved by Pharmacy Management.
- 3. Any swaps or extra shifts must be done with a person of appropriate training.
- 4. Any swaps must be submitted on a [Shift SWAP Agreement](#) form to the Supervisor over the area affected prior to the shift occurring.

B. Work Schedule

- 1. Should an employee fail to appear for work or mark name off of an extra shift calendar without notifying the designated supervisor, the employee will be disciplined according to the COA Human Resources policy.
- 2. Employees are expected to work the assigned shifts.
- 3. To skip lunch **breaks**, non-exempt employees must have permission of management. After hours or on weekends, permission may be granted by a pharmacist in the immediate work area. Pharmacist will email pharmacy management or employee will submit an exception form in INFOR, stating the reason for the missed lunch.
- 4. 7 ON/7 OFF Employees Attendance
 - a. Employees assigned to a 7on / 7off schedule must work seven consecutive days, and then are scheduled off for seven consecutive days.
 - b. ***If an employee is unable to work any shift(s) during, their seven on, the employee is responsible for finding a replacement for the entire missed shift(s).*** Should a partner or alternate be required to fill in, then similar shift(s) off should be arranged for the partner or alternate's seven-on week. In any incident, the supervisor is to be notified of the arrangements made.

- c. Exceptions to working seven consecutive days should be rare and receive prior written approval from the appropriate supervisor. If an employee is unable to find a replacement for the missed shift(s), and the supervisor arranges coverage, it will count as an occurrence. Pharmacists will be required to fill open positions / shifts, at the discretion of their supervisor until the debt is fulfilled.
- d. Employees working on a 7on / 7off schedule are considered part time employees with regard to progressive discipline under the attendance policy. Each shift missed without finding a replacement for the whole shift will be defined as one (1) occurrence.

C. Meals and Breaks

- 1. Meals and breaks will be allowed through peer control to maintain adequate staffing in the Pharmacy Department at all times to meet patient needs.
 - a. Allowable meal duration is 30 minutes (one per shift)
 - b. Allowable break duration is 15 minutes (two per shift if work permits)
- 2. Notify pharmacy management of abuse of this privilege.

D. Call in Procedure

- 1. It is the responsibility of the employee to find adequate coverage for a missed shift except in the case of family medical leave (FML) or a death in the family.
- 2. Contact your supervisor to let them know you are unable to work your shift. Communicate to them who has been contacted and any arrangements made with available staff.
- 3. Contact the pharmacist on your shift to make them aware as well. Communicate to them who has been contacted and any arrangements made with available staff. If coverage is not an option, it will be up to the pharmacist to determine coverage for the shift and ensure the manager was notified.
- 4. Failure to comply with these guidelines will result in disciplinary action as stated by COA policies and procedures.

E. Overtime

- 1. For Non-exempt employees, pharmacy management must be notified and approve of overtime. Shift trading must not affect overtime.
- 2. For exempt employees, additional income may be earned by working extra shifts as approved by pharmacy management.

F. Benefits

- 1. Employees working on a 7on / 7off schedule are considered full time employees for the purpose of benefits. All benefits afforded regular full time employees are available for 7on / 7off employees **except accrual of Paid Time Off (PTO).**
- 2. In lieu of accruing PTO, 7on / 7off employees are paid option pay.

G. Provisions

- 1. The hospital retains the right to determine if any changes or cancellations of the 7on/7 off schedule are to occur. These changes or cancellations can occur after fourteen (14) days' notice to the employee.

H. Serving Notice

- 1. Employees must give a month's notice.
- 2. Employees that do not work through their notice are not eligible for rehire.

V. Definitions

None listed.

VII. Reference/Regulations

Shift SWAP Agreement

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