



Children's  
of Alabama

## Pharmacy Resident Leave Policy

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### Approvals

- Committee Approval: Rx Leadership P&P Committee approved on 10/12/2021
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### Revision Insight

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Owner:	Melissa Bishop, Med Safety PI Pharmacist
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#### Revision Note:

11/06/2019 routine review; part of resident coordinator's 2020 goals; 9/3/2021 updated by Rx ResdCO; feedback closes 9/27/2021

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## 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. Paid Time Off: 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. 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.
3. 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 (ASHP) fall meeting, and may be granted other designated meetings or conferences during the residency year.
4. EXTENDED ABSENCE POLICY: In certain cases, authorized absence of residents may jeopardize attainment of the program's outcomes, goals, and objectives. Extended absences of two weeks or less in duration will require use of resident elective time to make up rotation work missed during the leave. Extended absences exceeding two weeks of duration will require extension of the residency year for a time period equivalent to the number of days beyond two weeks that were missed. Completion of this extension period without pay or benefits may be required. A plan to accomplish making up these missed days will be developed by the residency director prior to the end of the quarter during which the leave occurred.

### 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 personal 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 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.
3. 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. PTO may be extended in accordance with the COA bereavement policy for a death in the immediate family which occurred during any granted PTO period. 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.

**DOCUMENT OWNER:** Melissa A. Bishop - Med Safety PI Pharmacist  
**COMMITTEES:** Rx Leadership P&P Committee (10/12/2021)  
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**REVIEWED:** 12/27/2012  
**ATTACHMENTS:** [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](#)

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