

Resident Leave Policy
Virginia Commonwealth University Health System
Pharmacy Residency Programs

Description

Virginia Commonwealth University Health System (VCUHS) seeks to provide its residents (PGY1 and PGY2) with appropriate time off to ensure the residents' well-being and to conform to the Department of Pharmacy Services and American Society of Health System Pharmacists (ASHP) residency regulations. Whereas VCUHS pharmacists who have a combined sick and vacation leave pool (paid time off, PTO), the pharmacy residents' sick leave and vacation leave are separate entities.

Procedures

Sick Leave

Paid sick leave, which may include bereavement, is provided to residents in the amount of two work weeks (10 days). When baseline sick leave is exhausted, extended sick leave/family leave is available for an additional 17 days. FMLA may be activated if necessary. After complete use of extended sick leave/family leave, unpaid leave is utilized and the residency will need to be extended commensurate with the additional leave taken to fulfill a twelve-month residency program.

Residents are required to call the Inpatient Pharmacy (828-0364), the Programs Coordinator (828-6609), and the preceptor or supervisor to whom they are assigned **as early as possible each day** of illness that causes any absence. The Programs Coordinator will notify the respective program director. Documentation of medical illness after one day may be required, consistent with departmental policy.

Bereavement Leave

A resident may be allowed up to three (3) days per year of bereavement leave, to be drawn from sick leave, for an immediate family member.

Family Leave

Family leave is provided to residents for family member's medical needs in the amount of one work week (5 days). Family leave is for acute or chronic medical conditions and cannot be applied to family economic needs or for healthy situations (e.g., bonding time). When baseline family leave is exhausted, extended sick leave/family leave is available for an additional 17 days. FMLA may be activated if necessary. After complete use of extended sick leave/family leave, unpaid leave is utilized and the residency will need to be extended commensurate with the additional leave taken to fulfill a twelve-month residency program.

Vacation Leave

Residents are granted two work weeks (10 days) for paid vacation or personal leave. This may be taken during rotations throughout the year within the following guidelines:

1. Vacations must be requested in accordance with the policies and procedures of the Department of Pharmacy Services utilizing the Pharmacy Resident Schedule and Leave Request form. Requests should be presented at the earliest possible date.



2. Each request should be approved initially by rotation preceptor (and clinic preceptor if applicable) and then the Program Director. The request is then forwarded to the Programs Coordinator (followed by the scheduling pharmacy operations manager). The Programs Coordinator will maintain the record of vacation days requested and taken. Vacations are approved at the discretion of the rotation preceptor (and clinic preceptor if applicable) and Program Director.
3. Use of vacation time in July is not allowed; any exception is considered on a case-by-case basis.
4. In general, no more than five vacation days may be taken in any one five-week rotation (and three vacation days in a three-week rotation, etc.).
5. Use of vacation time in June is allowed but is limited to five days within a five week rotation, cannot be taken on a weekend, and is at the discretion of the preceptor per resident's progress; any exception is considered on a case-by-case basis.
6. Stored vacation time is not an entitlement. Continuity of patient care and achievement of residency goals and objectives are the foremost considerations.
7. PGY1 residents may apply up to two of their ten vacation days to weekend days that the resident has been tentatively scheduled to staff, after Labor Day weekend and before Memorial Day weekend - provided that the request is made prior to the initiation of preparing that staffing schedule and the request may be accommodated in the schedule. PGY2 residents work fewer weekends during the year; therefore, PGY2 residents cannot apply vacation days to weekends.
8. An effort is made to be as equitable as possible regarding weekend schedules. Residents who choose to take vacation days as one or two days at a time adjacent to weekends, may not always receive approval of the associated weekends to be "off."
9. In general, a resident will not be allowed to take a vacation day on the same day his or her preceptor is off. Exceptions will be considered on a case-by-case basis provided the request has been approved by the rotation preceptor and acceptable service coverage has been identified.

Holiday Leave

At least 10 days of paid holiday leave are provided during the year. An effort is made to have residents participate in holiday staffing/operations of the department on an equal basis with other pharmacists assigned to staff on holidays. Each resident will be required to staff on either Memorial Day or Labor Day; the other will be a holiday for the resident. Residents are generally scheduled off for Independence Day and for the four-day Thanksgiving holiday weekend. During the December-January holiday period, each resident generally will work for a seven-day period (consecutive days) and be off for a consecutive seven-day period. The staffing during a holiday period will be a mix of clinical and operational duties, dependent upon the needs. (The weekend worked during this holiday period does not count toward the PGY2 residents' requirement to work 17 weekends.)

Educational Leave

Educational leave is provided to PGY1 residents (except PGY1 Administration resident) and PGY2 residents, for attendance up to five (5) days, at the combined ASHP Midyear Clinical Meeting – Vizient Pharmacy Council meeting. PGY1 residents (except the PGY1 Administration resident) are provided up to three (3) days for the Research in Education and Practice Symposium at UNC. PGY2 residents, and the PGY1 Administration resident, are provided an additional five (5) days for educational leave to further their specialized development; these five (5) days may be applied to attendance at an additional meeting(s) (e.g., ACCP, SCCM, HOPA, CPNP); visitation to another medical center and/or national pharmacy organization; or participation in a medical mission.

Requests for educational leave must be submitted on a Pharmacy Resident Schedule and Leave Request form and be approved by the Program Director and the Programs Coordinator. No educational leave may



be taken on a weekend that a resident is scheduled to work (except that a PGY1 resident may apply the two allowed weekend vacation days to attend an educational weekend event if possibly accommodated).

Professional Leave

Professional leave (up to 6 days) is granted for interviews without the use of vacation leave.

Professional leave may be used for attendance at a professional meeting, in lieu of interviews, upon approval by the Program Director and Programs Coordinator. A PGY1 resident, who successfully participates in early commitment for their PGY2 program, may apply two professional days to an additional educational program. PGY2 residents may apply a professional day for a board certification examination.

Requests for professional leave must be submitted on a Pharmacy Resident Schedule and Leave Request form and be approved through the aforementioned procedures. No professional leave may be taken on a weekend that the resident is scheduled to work.

Flex Period Days

Flex period days will generally occur around the December-January holiday time period and after the last rotation but prior to June 30. Flex period days are provided for pharmacy residents to work on their projects and finish other outstanding evaluations or activities. All of this time, however, may not be true flex time - if a flex day falls on a clinic day, the resident must attend the clinic, and the remainder of the day may be reserved for flex time, or a Teaching & Learning Certificate program day may fall during a flex period. Note that flex period days are not leave, as residents are expected to be on duty.

Personal Flex Days

PGY1 residents are allotted one personal flex day for each five-week rotation. Personal flex days should not be scheduled on clinic days. No personal flex days are allowed during a four-week (or shorter) rotation (i.e., April-May). Personal flex days are leave, as residents are not expected to be on duty.

Personal flex days are requested by using the Pharmacy Resident Schedule and Leave Request form procedures and guidelines, and must be approved at or before the beginning of each five-week rotation initially by the preceptor, then the Program Director, and lastly the Programs Coordinator.

Extension of Residency to Complete Requirements

In certain cases, a resident's medical absence(s) may jeopardize completion of the program's required outcomes, goals and objectives according to the original timeline. In such cases, following the use of available (baseline and/or extended) sick leave and vacation time, the residency will need to be extended for completion. Note that other forms of leave (e.g., professional leave, research days, and flex [non-rotation] days) may not be falsely used for medical leave. Residencies may be extended for up to five weeks if needed, with continuation of salary and benefits during the extension period. VCU Health Systems is not obligated to honor such a request and will consider any extension on a case-by-case basis per each specific resident's situation.

Record Keeping

All discretionary leave (i.e., vacation, sick, family, educational, and personal flex) must be requested on the Pharmacy Resident Schedule and Leave Request form and pre-approved by the resident's rotation



preceptor (and clinic preceptor if applicable), the Program Director, and the Programs Coordinator. The Programs Coordinator will maintain the leave record.

