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| <b>Name of Policy:</b> <u>Pharmacy Residency Vacation/Leave Time</u><br><b>Policy Number:</b> 3364-133-109<br><b>Department:</b> Pharmacy<br><b>Approving Officer:</b> Senior Hospital Administrator<br><b>Responsible Agent:</b> Director of Pharmacy<br><b>Scope:</b> UT Department of Pharmacy, UT College of Pharmacy and Pharmaceutical Sciences | <br><br>Effective Date: 5/18/2022<br><br>Initial Effective Date: 3/1/2016 |
| <input type="checkbox"/> New policy proposal<br><input type="checkbox"/> Major revision of existing policy  |  |
| <input checked="" type="checkbox"/> Minor/technical revision of existing policy<br><input type="checkbox"/> Reaffirmation of existing policy  |  |

### (A) Policy Statement

Paid time off for residents is encouraged for the purpose of increasing the personal well-being of the employee.

### (B) Purpose of Policy

The intent of the Vacation/Leave Time Off policy is to give each resident time away from their residency responsibilities.

### (C) Procedure

1. For any one calendar month, the maximum number of allowed time off is 5 business days
  - a. If additional days are needed or required, the resident must work with the rotation preceptor and the program director to develop a plan to make up the required time.
2. Residents are expected to be present during the final week of the residency, and leave should not be “stored up” until that time. Exceptions may be considered due to extenuating circumstances on a case-by-case basis, but approval of leave during this time is not guaranteed.
3. Federal Holidays: Residents will be awarded eight paid federal holidays, which vary based on staffing requirements. If residency obligations require work on a scheduled holiday (other than assigned staffing), alternative arrangements will be considered on a case-by-case basis.
4. Annual Leave (Vacation): The pharmacy resident is allowed two weeks (10 workdays) of vacation leave. Resident’s vacation leave will be arranged with prior written approval of preceptor(s) and residency program director (RPD).
  - a. Leave request form must be completed prior to taking vacation which can be found in the Residency Manual.
  - b. The RPD and preceptor(s) must approve vacation leave 30 days in advance (whenever possible)
    - i. For job interviews and PGY2 interviews, the vacation leave must be approved by the residency director and preceptor(s) prior to accepting the interview offer date
    - ii. There is a legitimate need to limit the number of residents who are absent at any one time and to otherwise assure continuity of quality patient care, so leave for multiple residents simultaneously may not be feasible.
    - iii. Early planning for leave (e.g., at the beginning of the residency year) between residents, program directors, and preceptors is encouraged so that leave is distributed appropriately throughout the residency year
5. Sick Leave: 10 days of sick leave are available to the resident. In the event of an acute illness, the resident should contact his/her current preceptor and RPD by phone or pager as soon as possible to discuss the situation. ***Email notification is not considered adequate notification.*** In addition, the resident should call the central pharmacy to report the absence at least 1 hour prior to their scheduled shift whenever possible. The resident may be required to provide written documentation by healthcare professional of acute illness.

6. **Professional Leave:** The resident will be allowed time to attend required professional meetings (ASHP, Vizient required) or seminars for professional development directly related to their residency program. Any additional professional leave will be deducted from allotted vacation days.
7. **Court Leave:** Jury duty during the residency program is discouraged due to the high demands of the program within a limited training period. Residents are encouraged to request deferment of jury duty requests; however, should you wish to participate, you must notify the RPD as early as possible.
8. **Extended Leave:** Extended leave is granted on a case-by-case basis.
  - a. Residents are entitled to pre-approved, unpaid leave for FMLA per national policy. Only those residents who have been employed for a minimum of 12 months are eligible to qualify for FMLA.
  - b. Any leave request that exceeds the amount of available leave will be decided by the Director of Pharmacy and RPD. If leave will result in the resident being unable to complete requirements of program in the allotted time, program extension without pay may be an option.
  - c. Any absence resulting in greater than 3 months away from the residency program will result in dismissal from the residency.

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| <p><b>Approved by:</b></p><br><p><u>/s/</u> _____ <u>04/25/2022</u><br/>                 Lindsey Eitnrear, PharmD, BCPS, AAHIVP      Date<br/>                 Director of Pharmacy</p><br><p><u>/s/</u> _____ <u>04/25/2022</u><br/>                 Russell Smith, PharmD, MBA, BCPS      Date<br/>                 Senior Hospital Administrator</p> <p><i>Review/Revision Completed By:</i><br/>                 Pharmacy</p> | <p><b>Review/Revision Date:</b><br/>                 3/2016<br/>                 8/2016<br/>                 5/2022</p> |
| <p><b>Next Review Date</b>5/2024</p>  |   |
| <p><b>Policies Superseded by This Policy:</b></p>   |   |