



University of Kentucky / UK HealthCare Policy and Procedure	Policy PH09.03.005
Title/Description: Leave Policy – Pharmacy Residents	
Purpose: To define time allocations for paid time off, holiday leave, and professional leave for pharmacy residents to allow for professional development and presentation of professional activity.	

Related Policies:

- PH09.03.020 On-call Responsibilities – Pharmacy Residents
- UK HR Policy #83.0 – Holiday Leave
- UK HR Policy #84.0 – Funeral Leave
- GME Policy and Procedure Manual

1. Professional leave

- a. All residents will receive a designated allotment of both program required and non-required professional leave as specified below:

b. Program-required Professional Leave

- i. Post-graduate year 1 (PGY1) residents **[8 total days]**
 - 1. Ropes (1 day)
 - 2. Kentucky Pharmacy Residency Network exchange (1 day)
 - 3. Residency Exchange program (OSU, UC, IU, UW) (1.5 days when UK hosts)
 - 4. Professional development experience (2 weekdays)
 - 5. Great Lakes Pharmacy Residency Conference (2.5 days)
- ii. Post-graduate year 2 (PGY2) residents **[10.5 total days]**
 - 1. ACLS or PALS training and testing (1.5 days)
 - 2. Ropes (1 day)
 - 3. Residency Exchange program (2 weekdays depending on location: OSU, UC, IU, UW)
 - 4. Professional development experience (2 weekdays)
 - 5. ASHP Midyear Clinical Meeting (up to 4 weekdays, determined by RPDC)

c. Additional Permitted Professional Leave

- i. Post-graduate year 1 (PGY1) and post-graduate year 2 (PGY2) residents **[7 total days]**
 - 1. 4 weekdays are allotted to attend a professional conference(s) and/or to be utilized as additional interview leave.
 - 2. Residents are allotted up to 3 days of paid leave for interviews, as needed. Any days beyond 3 will be deducted from remaining non-required professional leave and/or vacation leave.
- ii. See interview leave section for additional details on interview leave.

2. Graduate Medical Education (GME)-Directed Leave

- a. Vacation leave
 - i. PGY1 residents: **10 days**
 - ii. PGY2 residents: **15 days**
- b. Special holidays (bonus days)

- i. Residents receive any special holidays granted through the GME policy and procedure manual
 - ii. Special holidays are normally scheduled near the winter holidays for example between November and mid-January
 - c. Bereavement leave
 - i. Residents shall be granted bereavement leave in accordance with UK HR policy #84.0
 - d. Holiday leave
 - i. Residents shall be granted holiday leave in accordance with UK HR policy #83.0
 - ii. Residents receive 8 holidays per year (9 during presidential election year)
 - iii. Resident holidays will be scheduled in advance and in general each resident will work one of each below;
 - 1. 2-day holidays:
 - a. Thanksgiving + the day after Thanksgiving
 - b. Christmas + Christmas Eve
 - c. New Years Eve + New Year's Day
 - 2. 1-day holidays:
 - a. Independence Day
 - b. Labor Day
 - c. Martin Luther King Day
 - d. Memorial Day
 - 3. When possible, these holiday commitments will be paired with an associated weekend as a 3 or 4 day staffing block.
3. Temporary Disability (sick) leave (TDL)
 - a. Residents are allotted 12 days of paid sick leave per residency year. Unused leave does not carry over into the next year of residency, if applicable. Unused sick leave is not paid out.
 - b. Residents do not accrue sick leave throughout the year, rather they are allotted all 12 days at the start of the residency year
 - c. Residents who require sick leave should contact their RPD & preceptor as soon as possible to ensure patient coverage.
 - d. A leave request (per Appendix I) should be submitted in a timely manner to document the leave. In January 2020, the University of Kentucky established ability for employees to utilize two TDL days per year to support personal health and wellness. Wellness days are NOT provided as additional TDL days but rather must be taken from each individual's accrued TDL. Requests to take a wellness day must be submitted and approved through the normal leave request process.
4. Extended medical leave
 - a. As circumstances require, residents may be granted extended leave. Extended leave is non-paid leave and will result in extension of the resident's year by the exact number of days of extended leave taken.
 - b. It is at the discretion of the RPD to assign where (which service or clinic) extended days are made up.
 - c. Resident will exhaust allotted sick leave and vacation leave before entering into extended leave.
 - d. A maximum of 12-weeks of extended leave will be granted to any resident per residency year.
5. Interview leave
 - a. Interview Days should be documented as Interview Leave through the standard leave request process and should be managed by the applicable RPD in collaboration with the preceptor for the month of the resident's rotation and respective clinical coordinator.
6. Leave restrictions
 - a. No leave is permitted during July, December (except ASHP, special holidays (bonus days), and

designated holiday leave), and the last two weeks of June unless approved by the RPD committee. Requests for leave should be submitted to the individual resident's RPD for discussion with the RPD committee.

- b. Minimum Rotation Contact days:
 - i. Each RPD should establish and communicate to their residents and preceptors expectations on rotation lengths and minimum contact days. This information should be housed in the residency manual.
 - ii. Days that are NOT considered 'leave' and do not count as a day absent from rotation include, research days, post-call days, and lab/teaching days.

7. Leave requests

- a. Leave requests should be submitted as per **Appendix I below**
- b. **Each resident must submit vacation, special holidays (bonus days), and professional leave in alignment with the pharmacist schedule** (typically a minimum of approximately 6-8 weeks in advance). Requests should be submitted to their RPD, preceptor for the month, and service line clinical coordinator. Requests submitted after this deadline are subject to denial and will be addressed on a case-by-case basis.

8. Coverage during times of resident leave

- a. The preceptor and clinical coordinator are responsible for ensuring appropriate patient care coverage when residents take leave
- b. Clinical teams shall only request resident cross-coverage (ie. a resident on a different rotation providing patient care coverage for the resident on leave) if all of the following are true:
 - i. If there is a documented shortfall of team members available to cover services
 - ii. The Director for Clinical Services and the cross-covering resident's RPD approve

9. Leave and consideration of duty hours

- a. The resident and preceptor must coordinate leave in order to comply with ASHP duty hour requirements. Residents shall not typically staff ≥ 8 hour shift and be on-call within the same work week (Sunday 0000 through Saturday 2359).
- b. Should the resident approach an 80 hour work week, he or she should adjust their schedule to comply with duty hours.
- c. In extreme cases, the resident may need to take leave in order to comply with duty hours
- d. Leave and duty hours for all residents will be documented weekly through the ACGME tracking software (eg. MedHub)

10. Other considerations

- a. Although there may be differences in the House Staff/Graduate Medical Education contract from some sections of this leave policy, it should be noted that pharmacy residents receive a liberal amount of professional leave as outlined in this policy
- b. Any deviations from this policy must be approved by the Residency Oversight Committee in conjunction with the Residency Program Directors Committee.

Persons and Sites Affected

Enterprise Chandler Good Samaritan Kentucky Children's Ambulatory Department

Policies Replaced

Chandler PH20-01 Good Samaritan Kentucky Children's CH Ambulatory KC Other

Effective Date: 5/25/17

Review/Revision Dates: 9/2012, 4/15, 4/30/2015, 06/27/16, 5/25/17, 6/26/2019, 4/8/2020, 7/29/20

Approval by:

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UKHS Pharmacy Chief Resident

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Enterprise Pharmacy Director

Appendix I: UKHealthCare Pharmacy Resident Leave Request Form

(For details see Department of Pharmacy Policy PH09.03.005)

Restricted Leave Request (June, July, December): All restricted leave requests require prior approval from the program director, preceptor, RPD committee, and chief resident. Check ONLY if approval was obtained before submitting the request.

x By checking this box I agree that I have no outstanding evaluations to complete or duty hours to log. I understand my request may be denied by the program director if the aforementioned requirements are not completed.

Resident Name	
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Absence dates	From	To		Vacation days	
Professional days		Interview days		Days off	
Sick days		Funeral leave		Holiday days	
				Bonus Days (Special Holidays)	

Emergency Contact Information (not required for sick leave)

Name	
Address	
Phone	

Professional Meeting

Name				
Location				
Activities	Attendee	Poster Presentation	Speaker	Other
Presentation title/details				

Required Resident Activity

Destination/Purpose			
Contact Person		Phone	

Interview

Location			
Contact Person		Phone	

Preceptor	
Residency Scheduling Chair	
Residency Coordinator	
Service Clinical Coordinator	
Program Director	

- *Acceptance of a corresponding Outlook Meeting Invitation by authorizing parties constitutes approval of the resident leave request*

To submit an electronic leave request, the following steps should be completed:

- 1- Ensure all resident evaluations (e.g. PharmAcademic evaluations) are completed as well as duty hour documentation.
- 2- Complete the Electronic Leave Request Form (located in Appendix I above)
 - a. To fill in check boxes-right click properties beside the box and change the default value to "checked"
 - b. "Interview leave" should be designated as a day off (see policy above)
 - c. Specify the number of vacation days being taken. This generally should not include weekends or days off for holiday, professional, sick, funeral, or interview leave.
- 3- Cut and Paste the Electronic Leave Request Form (Appendix I) into an Outlook Meeting Appointment
- 4- In the subject field put your name, type of leave requested (VL, PL,IL, HL, FL, etc.), and the dates requested as the start and end times
 - a. Select All Day Event
 - b. Turn OFF the Reminder Function
 - c. Mark appointment to Show as "Free"
- 5- Invite the following individuals:
 - a. Preceptor
 - b. Cross-Cover Resident (if applicable)
 - c. Cross-Cover Preceptor (if applicable)
 - d. Residency Scheduling Chair
 - e. Residency Coordinator
 - f. Service Clinical Coordinator
 - g. Program Director