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:
GME Policy and Procedure Manual (https://gme.med.uky.edu/gme-policies-procedures)
UK HR Policy #83.0 – Holiday Leave
UK HR Policy #84.0 – Funeral Leave
PH09.03.020 On-call Responsibilities – Pharmacy Residents
PH09.03.055 Policy - Pharmacy Residency Staffing Requirements
PH09.03.090 – Duty Hour Requirements

1. Leave requests
   a. Leave requests should be submitted as per **Appendix I below**
   b. Each resident must submit vacation, special holidays (bonus days), wellbeing 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.
   c. Consideration of duty hours
      i. The resident and preceptor must coordinate leave in order to comply with ASHP duty hour requirements (PH09.03.090).
      ii. Should the resident approach an 80 hour work week, he or she should adjust their schedule to comply with duty hours and, in extreme cases, the resident may need to take leave in order to comply with duty hours
      iii. Leave and duty hours for all residents will be documented weekly through the ACGME tracking software (eg. MedHub)
   d. 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, program required professional leave and lab/teaching days.

2. 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

3. Vacation leave
    a. Residents receive vacation leave granted through the GME policy and procedure manual. Vacation leave cannot be accumulated and carried over from one year to another.
    b. PGY1 residents: 10 days
    c. PGY2 residents: 15 days

4. Special holidays (bonus days)
    a. Residents receive any special holidays granted through the GME policy and procedure manual
    b. Special holidays are normally scheduled near the winter holidays for example between November and mid-January

5. Holiday leave
    a. Residents shall be granted holiday leave in accordance with GME and UK HR policy #83.0
    b. Residents receive 9 holidays per year (10 during presidential election year) and these include Independence Day, Labor Day, Election Day (only in presidential election year), Thanksgiving Day, Day after Thanksgiving, Christmas Day, New Year's Day, Martin Luther King Jr. Day, Memorial Day, and Juneteenth
        i. If an incoming PGY1 GME orientation includes Juneteenth, this will be an observed holiday with no orientation activities.
    c. Resident holidays will be scheduled in advance and in general each resident can expect to work a winter holiday as well as a Spring/Summer holiday each year. The staffing assignments will be made at the beginning of the year
    d. Residents and fellows will be given these designated holidays off unless they are assigned to staff on the day of the holiday. However, if a resident is assigned to a clinical site that remains in operation on the holiday, patient care demands and educational requirements may necessitate that a resident work on the holiday. Should that occur, the resident should be given a floating day and allowed to take the holiday on another day.
        i. Floating days must be utilized prior to the end of the contract/academic year, but it is suggested that the resident coordinate with their RPD to schedule the holiday within 6 weeks.

6. Bereavement leave
    a. Residents shall be granted bereavement leave in accordance with GME and UK HR policy #84.0

7. Temporary Disability (sick) leave (TDL) per HR Policy and Procedure #82: Temporary Disability Leave
    a. Residents are allotted 12 days of paid sick leave per residency year (one day per month). Unused leave does not carry over into the next year of residency, if applicable. Unused sick leave is not paid out.
        i. Residents do not accrue sick leave throughout the year, rather they are allotted all 12 days at the start of the residency year
    b. Residents who require sick leave should contact their RPD & preceptor as soon as possible to ensure patient coverage.
    c. A leave request (per Appendix I) should be submitted in a timely manner to document the leave
    d. Well-being Days
        i. In January 2020, the University of Kentucky established ability for employees to utilize two TDL days per year to support personal health and wellness.
        ii. Well-being 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. Wellness days may not be used as

part of "terminal leave" for exiting trainees.

        iii. A leave request (per Appendix I) should be submitted in a timely manner to document the leave

8. Extended medical leave
   a. Resident are eligible for Family and Medical Leave and as circumstances require, residents may be granted extended leave pursuant university policy (UK HR Policy and Procedure #88 https://www.uky.edu/hr/policies). 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 and residency oversight committee (ROC) to assign where (which service or clinic) time is made up within the residency experience (e.g. extension of a contract versus modification of a rotation experience).
   c. A maximum of 12-weeks of extended leave will be granted to any resident per residency year.

9. Leave restrictions
   a. No leave is permitted during July (except ropes or holiday leave if not assigned to staff on Independence Day).
   b. Terminal Leave
      i. Unused vacation and floating days for bonus days and holidays may be taken at the end of a resident's training contract in their terminal year of training to allow the 'last working day' to predate the end of the GME resident's and fellow's contract.
      ii. Decisions regarding whether terminal leave is allowable are made by the program director of each program and will be outlined in the residency program manual.
      iii. Terminal leave must be scheduled in advance (by May 1st). Residents and/or program directors are required to communicate the exiting resident's last working day information to the GME Office to facilitate efficient clearance/exit processes and minimum contact days must still be met for the learning experience.

10. Professional leave
    a. All residents will receive a designated allotment of both program required and non-required professional leave as specified below. Note, if these events do NOT occur, these authorized professional leave days cannot be used for other purposes.

Program-Required Professional Leave	
Year in Training	**Event & Number of Days Authorized**
Post-graduate year 1 (PGY1) residents	• Great Lakes Pharmacy Residency Conference (2.5 days) • Kentucky Pharmacy Residency Network exchange (1 day) • Professional development experience (2 weekdays) • Residency Exchange program (OSU, UC, IU, UW) (1.5 days when UK hosts) • Ropes (1 day)
Post-graduate year 2 (PGY2) residents	• ASHP Midyear Clinical Meeting (up to 4 weekdays, determined by RPDC) • Initial ACLS or PALS certification, if required for your PGY2 program. To be obtained at the beginning of the residency year (1.5 days) • Professional development experience (2 weekdays) • Residency Exchange program (2 weekdays depending on location: OSU, UC, IU, UW) • Ropes (1 day)

    b. Additional Permitted Professional Leave (PGY1 and PGY2 residents)

     i. Conferences
- 4 weekdays are allotted to attend a professional conference(s). If the full 4 days are not used, this may be utilized as additional interview leave.

    ii. Interview leave
- Residents are allotted up to 3 days of paid leave for interviews, as needed. Any days beyond 3 will be deducted from remaining professional leave, holiday leave and/or vacation leave.
- Interview Days should be documented as <u>Interview Leave</u> 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.

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: 8/1/2021	**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, 6/15/21
Approval by: Alexandra Wiegand, PharmD UKHS Pharmacy Chief Resident Philip Almeter, PharmD, MHA 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	

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