



<b>TITLE</b> Leave Policy – Pharmacy Residents			<b>IDENTIFICATION NUMBER</b> PH09.03.005
<b>ORGANIZATION(S)</b> University of Kentucky / UK HealthCare	<b>SITES AFFECTED</b> <input type="checkbox"/> Enterprise <input checked="" type="checkbox"/> Chandler <input checked="" type="checkbox"/> Good Samaritan <input checked="" type="checkbox"/> KCH <input checked="" type="checkbox"/> Ambulatory	<b>CATEGORY</b> <input type="checkbox"/> Enterprise <input type="checkbox"/> Nursing X Department Pharmacy <input type="checkbox"/> Guideline <input type="checkbox"/> Protocol <input type="checkbox"/> Standard Operating Procedure	<b>REPLACES:</b>
<b>REVIEW CYCLE</b> <input type="checkbox"/> 1 year X 3 years <b>REVIEW DATES:</b> 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, 3/28/2023, 5/24/2023, 11/09/2023		<b>EFFECTIVE DATE:</b> 12/15/2023	

**POLICY STATEMENT**

**PURPOSE**

To define time allocations for paid time off, holiday leave, and professional leave for pharmacy residents.

**SCOPE**

This policy applies to all residents of the UKHC Pharmacy Residency programs.

**DEFINITIONS**

None

**PROCEDURES**

1. ASHP Accreditation Standards for Postgraduate Residency Programs
  - a. 2023 American Society of Health-Systems Pharmacists (ASHP) Accreditation Standards for Postgraduate Residency Programs require that “time away from the residency program does not exceed a combined total of the greater of (a) 37 days per 52-week training period, or (b) the minimum number of days allowed by applicable federal and/or state laws (allotted time), without requiring extension of the program.”
    - i. Training therefore must be extended to make up any absences that exceed 37 days of leave, and extension of residency training is equivalent in competencies and time missed. The time extended will not be compensated beyond the contractual compensation amount agreed upon by the residency program and resident.
    - ii. If a resident is determined to require extension of the program for any reason, an ad-hoc committee consisting of the Residency Oversight Committee (ROC) and the resident’s RPD will be formed. An evaluation of

the circumstances will occur by this committee and a final decision made following appropriate investigation. A maximum extension of up to 12 weeks will be allowed on an individual basis.

- b. Applicable time away from the program includes vacation time, sick time, holiday time, religious time, interview time, personal time, jury duty time, bereavement leave, military leave, parental leave, leave of absence, and extended leave.
    - i. Conference or education days, though they are considered to be a required part of the program, will also be included in the number of days away from the program.
    - ii. 37 days is defined as 37 scheduled training days. Service commitment/staffing shifts are considered independent of training days and are included in the total service commitment/staffing shifts required to complete the residency program requirements. Compensatory days for staffing shifts, if given, are considered to be part of the service commitment and therefore are not counted as time away from the program.
2. 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 (e.g. 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, and lab/teaching days.
3. Coverage during times of resident leave
- a. The preceptor and clinical coordinator are responsible for ensuring appropriate patient care coverage when residents take leave
4. 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: 15 days
  - c. PGY2 residents: 15 days

5. Special holidays (bonus days)
  - a. Residents receive any special holidays granted through the GME policy and procedure manual
  
6. 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 residency year
  - d. Residents and fellows will be given these designated holidays off unless they are assigned to staff on the day of 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.
  
7. Bereavement leave
  - a. Residents shall be granted bereavement leave in accordance with GME and UK HR policy #84.0
  
8. 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. Unused leave does not carry over into the next year of residency, if applicable. Unused sick leave is not paid out.
  - b. Residents who require sick leave should contact their RPD & preceptor as soon as possible to ensure patient care 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. Wellness leave requests are exempt from the typical 6 weeks in advance expectation referenced in section 1.c.
    - iv. If a well-being day needs to be taken with less than 6 weeks' notice, residents should discuss this with their respective residency program directors.

9. 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>).
- b. In the event that extended medical leave or use of more than 37 days of leave results in extensions of the residency year, it is at the discretion of the RPD to assign where (which service or clinic) time is made up within the residency experience. In most instances, the resident will retake or make up learning experiences missed during the extensive leave period.

10. Leave restrictions

- a. No leave is permitted during July (except 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 1<sup>st</sup>). 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.

11. Professional leave

- a. To promote resident involvement in professional organizations, promote the ongoing contributions of the UKHC department of pharmacy and residency program, and allow residents to acquire knowledge and/or experience that will enhance the individual’s contributions to the university and profession; residents will be granted professional leave. Vacation leave will be used for absences above the allowed amount of professional leave.

Professional Leave (typically utilized to attend professional conferences): Up to 7 days

Interview leave: Up to 3 days

**REFERENCES**

- GME Policy and Procedure Manual (<https://medicine.uky.edu/sites/gme/resources>)
- 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

**APPROVAL**

<b>NAME AND CREDENTIALS:</b>	<b>NAME AND CREDENTIALS:</b>
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Ryan Naseman, MS PharmD <b>TITLE:</b> Senior Director, Acute Care Pharmacy Services/UKHC	Philip Almeter, PharmD <b>TITLE:</b> Enterprise Pharmacy Director/UKHC
<b>SIGNATURE</b>	<b>DATE</b>
<b>SIGNATURE</b>	<b>DATE</b>

<b>Persons and Sites Affected</b>	
<input type="checkbox"/> Enterprise <input type="checkbox"/> Chandler <input type="checkbox"/> Good Samaritan <input type="checkbox"/> Kentucky Children's <input type="checkbox"/> Ambulatory <input checked="" type="checkbox"/> Department	
<b>Policies Replaced</b>	
<input checked="" type="checkbox"/> Chandler PH20-01 <input type="checkbox"/> Good Samaritan <input type="checkbox"/> Kentucky Children's CH <input type="checkbox"/> Ambulatory KC <input type="checkbox"/> Other	
<b>Effective Date:</b> 6/15/2023	<b>Review/Revision Dates:</b>
<b>Approval by:</b>	