



Category: SPH PGY1 Pharmacy Residency Program

Title: Time Away from Residency Program

Applies to:

- St. Peter's Health Partners (SPHP)
- All SPHP Component Corporations
- The following SPHP Component Corporations:**
  - St. Peter's Hospital – Pharmacy Residency**
- St. Peter's Health Partners Medical Associates (SPHPMA)

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**PURPOSE**

To define the Paid Leave for the PGY1 Pharmacy Residents.

**POLICY STATEMENTS**

*Time away from the residency program must not exceed a combined total of greater than 37 scheduled training days per 52-week training period.*

## ***PROCEDURE***

### 1. Time Away includes:

- i. 16 Paid Time Off days (128 hours) received upon start of the Residency Program.
- ii. 7 Conference Days (ASHP Midyear Clinical Meeting, NYSCHP Residency Forum)
- iii. BLS/ACLS
- iv. religious time, interview time, personal time, jury duty time, bereavement leave, military leave, parental leave, leave of absence, and extended leave

### 2. Paid Time Off (PTO) Requests

- a. Residents are exempt colleagues and must take PTO in half or whole day increments. E.g.: exempt colleague normally scheduled to work 8.0 hours per day would follow the guidelines below:
  - 3 hours or less off – No use of PTO required.
  - Over 3 hours but less than 5 hours – charge a half day (4.0 hours Paid Leave)
  - Over 5 hours – charge full day (8.0 hours Paid Leave)
- b. All PTO Requests must be submitted to the Residency Program Director via email with at least 2 weeks of time prior to the requested leave dates.
- c. Minimum Resident staffing is one. PTO will be granted for **all** four residents at a time **only** on:
  - Independence Day
  - Labor Day (pending licensure)
  - Attending a program-required professional meeting or learning activity

Residents will **not** be eligible for payout of accrued, unused PTO per the St Peter's Health Partners End of Employment policy. PTO days must be used prior to the last two weeks of the program.

If the Resident is scheduled for a weekend coverage and requests PTO, coverage must be identified by the Resident. All switches must be approved by the Residency Program Director.

### 3. Paid Time Off (PTO)

- a. The PGY1 Pharmacy Resident receive a total of 16 PTO days to be used during the PGY1 Residency.
- b. PTO will be used for vacation, personal, sick and interview days.
- c. Use of PTO is not required for purposes of Bereavement leave, jury duty, voting time or military leave.
- d. If regularly scheduled, the Resident must use PTO for any recognized holiday if the Resident wishes to be off on the holiday.
- e. The St. Peter's Hospital recognized holidays include.
  - i. Independence Day (July 4) (Resident: July 4<sup>th</sup> is scheduled Paid Leave)
  - ii. Labor Day
  - iii. Thanksgiving
  - iv. Christmas Day
  - v. New Year's Day
  - vi. Memorial Day (Observed)
- f. At no point may a resident take paid time off without pay if they have available paid time off.
- g. A resident may not be absent from a learning experience for greater than 5 consecutive days, except to fulfill program-required leave, without prior approval by the residency program director and preceptor for the affected learning experience.

4. Professional/Educational Leave

- a. Conference and educational days, though a required part of the program, are included in the number of days away from the program but are separate from paid leave. This includes:
  - i. Residency Conference of the Department’s choice
    - I. Attendance at elective professional meetings (local or state) is subject to what the annual budget allows.

5. Extended Leaves of Absence

- a. Residents must be eligible and approved for extended leaves of absences for medical and/or family reasons. (See: Program Extension Policy)
- b. It is the expectation of both parties that the Resident Pharmacist will serve twelve (12) consecutive months. Any deviation from this expectation shall be mutually agreed to by both parties. The Resident Pharmacist expressly acknowledges that additional training after a leave of absence may be needed for successful completion of training program requirements and/or certification requirements. Any additional time beyond twelve (12) months to complete the program will be granted at the sole discretion of the Hospital and the Hospital shall have no financial support obligation if such an extension is granted.
- c. If a pharmacy resident should take a Leave of Absence, the duration of the residency program, if granted by the hospital, will be extended up to a maximum OF 18 MONTHS
- d. Pharmacy residents are considered full time employees and will follow Human Resources' policies for Leave of Absence.

**LINKS**

[Human Resources - SPHP Paid Leave](#)

**REFERENCES**

<b>Approving Official:</b> Systems Director of Pharmacy	<b>Effective Date:</b> 7/1/2019
<b>Key Sponsor:</b> Residency Program Director	
<b>Reviewed By:</b> Residency Advisory Committee, Residency Program Coordinator, Director of Pharmacy	<b>Original Date:</b> 3/30/2012 <b>Reviewed/Revised Date:</b> 7/1/2012, 5/23/2012, 07/01/2015, 6/22/16, 7/01/2014*, 07/01/2015*, 01/01/16*; 07/01/2017*, 06/01/2018*, 06/18/2019*, 9/3/21, 6/7/23  <b>*Reviewed, No Revisions</b> <b>**Revised without Full Review</b>
<b>Search Terms:</b> Paid Leave	