


RIVERSIDE UNIVERSITY HEALTH SYSTEM – MEDICAL CENTER
PHARMACY DEPARTMENT

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| | | Document No: E516 | Page 1 of 3 |
| Title: Pharmacy Resident Leave of Absence | Effective Date: 6/13/23 | <input type="checkbox"/> RUHS – Behavioral Health <input type="checkbox"/> RUHS – Community Health Centers <input type="checkbox"/> RUHS – Hospital Based Clinics <input type="checkbox"/> RUHS – Medical Center <input type="checkbox"/> RUHS – Public Health <input checked="" type="checkbox"/> Departmental | |
| Approved By:  Davalyn Tidwell Pharmacy Director | | <input checked="" type="checkbox"/> Policy <input type="checkbox"/> Procedure <input type="checkbox"/> Guideline | |

1. SCOPE

- 1.1 Resident pharmacists at the Riverside University Health System
 - a. To ensure compliance to pharmacy residency program completion requirements in accordance with human resources policies and American Society of Health-System Pharmacists (ASHP) Accreditation Standards

2. DEFINITIONS

- 2.1 Leave of Absence. Officially approved time away from duty of the residency program.
- 2.2 RPD. Residency Program Director – the pharmacist responsible for direction, conduct and oversight of the residency program.
- 2.3 RAC. Residency Advisory Committee, chaired by the RPD, is comprised of department leadership and residency preceptors. Members of the committee have an integral role in the development and evaluation of programming for postgraduate trainees. The RAC will evaluate the performance of residents, provide feedback, clinical expertise, and independent/unbiased review of the residency program. Committee participation is required for all residents.

3. POLICY

- 3.1 Vacation Leave
 - a. Resident is entitled to 10 working days of vacation leave per year
 - b. Leave must be requested in advance in accordance to Department to Pharmacy staffing practice
 - Exceptions of extenuating circumstances (e.g. personal emergencies) must be discussed with the RPD
 - c. No more than 1 week can be missed in any 1 rotation
 - d. Leave longer than 1 week must be planned across 2 rotations
- 3.2 Sick Leave
 - a. Resident is entitled to accrue 4 hours per pay period of paid sick leave
 - b. If sick leave is in excess of days allotted, vacation days must be used

- c. Resident must adhere to Department of Pharmacy staff policy for sick day requests

3.3 Professional Leave

- a. Resident is entitled to 10 paid working days for professional leave which shall be used for Required professional meetings as outlined by Program Requirements (see Residency Manual)
- b. Resident may request leave for additional educational meetings up to 5 working days in duration
 - Requests must be submitted 4 weeks in advance
 - Approval is granted solely at the discretion of the RPD
- c. Resident may request leave for interview purposes
 - Request must be submitted 4 weeks in advance or as soon as interview date is confirmed
 - Approval is granted solely at the discretion of the RPD

3.4 Extended Leave

- a. In the event where an extended leave of absence is necessary, residents may take any accumulated vacation and sick time
- b. Maximum number of days a resident may be away from the program, before an extension is required, is 37 days within the 52-week academic year as defined by the American Society of Health-System Pharmacists (ASHP) Accreditation Standards
- c. Additional leave beyond total allotted time will result in extending the program
- d. Family/medical leave is granted in conformance with the Family and Medical Leave Act of 1993 to eligible residents
 - The Resident must discuss application process with human resources representative
 - Total leave period must be communicated to the RPD
- e. A leave of absence greater than 6 months is not permitted

3.5 Program Extension

- a. Each extension is evaluated on an individual basis and granted at the discretion of RAC in accordance to human resources policies
 - b. The resident will be provided a written plan developed by the RPD in conjunction with RAC to ensure successful completion of program requirements
 - c. Residents will not receive additional stipend/salary beyond 1 year
 - d. While efforts will be made to resolve issues in completing the program in a timely manner, there is the possibility that the request will not be granted due to the regulations of the organization
 - e. If unable to complete all residency program requirements, the resident is subject to dismissal from the program
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4. REFERENCES

4.1 ASHP Accreditation Standards 2022

Document History:

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| Prior Release Dates: July 2016, 4/17 | | Retire Date: N/A | |
| Document Owner: Department of Pharmacy: Residency Advisory Committee | | Replaces Policy: N/A | |
| Date Reviewed | Reviewed By: | Revisions Made? | Revision Description |
| 9/6/19 | Pharmacist / PRC September Consent Agenda | Yes | Reviewed. Format changes only. |
| 6/13/23 | Pharmacy Review Committee | Y | Updated to reflect ASHP Accreditation standard updates |