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**EFFECTIVE DATE: 09/18/2024**

**POLICY & PROCEDURE TITLE:**

Pharmacy Residency Leave Policy

**REVIEW BY: 09/18/2026**

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**PURPOSE**

To provide guidance for all Residents in the Pharmacy Residency Program (“Residents”) at St. Mary Medical Center (the “Program”) on the amount of time residents are allowed to be away from the Program.

**POLICY**

All Residents in the Program must complete 52 weeks of residency training with time away not exceeding 37 training days to qualify for a certificate of completion.

**PROCEDURE**

1. Permitted time away from the program includes:
  - a. Five (5) holidays
  - b. Up to ten (10) vacation/sick paid time off (PTO) days subject to preceptor and Residency Program Director (RPD) approval.
    - i. The ten (10) PTO days will be front-loaded for all Residents on the start date.
    - ii. Unused PTO time will not be paid out and will be forfeited at the end of the residency year.
    - iii. PTO requests should follow the process outlined in the Residency Manual.
  - c. Up to three (3) paid professional days for licensure exams, and/or interviews subject to preceptor and RPD approval.
    - i. Professional day requests should follow the process outlined in the Residency Manual.
  - d. Jury duty per Ministry-Wide Policy
  - e. Bereavement leave per Ministry-Wide Policy
  - f. Elective leave of absence requests will be reviewed and processed following Trinity Health policy and procedure.
    - i. Leave requests will be reviewed by the RPD on a case-by-case basis. Every effort will be made to ensure the Resident's time away from the program does not exceed 37 days.
      1. These efforts may involve revoking or restricting time away for PTO and/or professional days.

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- ii. If an approved leave request results in time away exceeding 37 days, the Resident must complete an extension of the Program equal to the content and time missed to receive a certificate of completion. Pay and benefits during any program extension are not guaranteed.
2. If time away from the program exceeds 37 days over the 52-week program year and is not approved by the RPD, the Resident will be dismissed from the Program and will not receive a certificate of completion.

**DEFINITIONS**

Time away- 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. Compensatory days for staffing shifts (if applicable) do not count as time away from the Program.

**RESPONSIBLE DEPARTMENT**

Further guidance concerning this Policy may be obtained from the PGY1 Pharmacy Residency Program.

**RELATED PROCEDURES AND OTHER MATERIALS**

Pharmacy Residency Manual

ASHP Accreditation Standard for Postgraduate Residency Programs

Ministry-Wide Bereavement Leave Policy

Ministry-Wide Elective and Other Leaves of Absence Policy

Ministry-Wide FMLA Military Leave Policy

Ministry-Wide FMLA Non-Military Leave Policy

Ministry-Wide Jury Duty Policy