



Pharmacy Residency Programs

Policy: Leave

Purpose: To review the available leave to a resident and associated consideration for impact to successful completion of the Program. This policy covers personal leave (which contains sick leave), conference leave, extended disability leave, holiday and bereavement leave.

Policy:

Maximum Leave Allowed: Time away from the Program shall not exceed a total of 37 days in the 52-weeks training period. Any time beyond the maximum 37 days will require Program extension to make up the missed days. This extension will be equivalent in competencies and time missed and shall not be longer than 16 days (in excess of the 37 days of paid time allowed by ASHP standards. Residents requiring Program extension will be paid at their same resident salary for missed days, retain benefits, but will have their conferment of a residency certificate delayed until all time is made up.

The following contribute to total time away from the Program: PPL/UPPL (vacation, sick, interview, personal time); holidays; religious time; jury duty; bereavement leave; military leave; parental leave; any leaves of absence; conference days; education days out of the institution.

Paid Personal Leave (PPL): Pharmacy residents will accrue PPL at a rate of 7.69 hours bi-weekly that can be used per CHOP Human Resources (HR) Policy 3-3 following their initial 90 day probationary period – including, but not limited to: vacation, personal business, family emergencies and illness of less than 7 days. CHOP designated holidays, jury duty, bereavement, military leave and illnesses greater than 7 days are not included in this policy as these are covered by separate CHOP HR policies. Refer to CHOP Human Resources (HR) Policy 3-3 for additional details of the policy. Pharmacy resident PPL is subject to approval by the Residency Program Director (RPD) and shall be communicated to the RPD in writing and appropriately requested / documented in the online scheduling platform. Use of PPL time does not require make-up time to meet Program requirements to be awarded a certificate.

Conference Time: Pharmacy residents are granted 7 days of paid and supported conference leave to facilitate attendance and active participation at the ASHP Midyear Clinical Meeting and another pharmacy meeting [Eastern States Residency Conference (ESRC) for PGY1 residents and ESRC or Specialty Meeting (e.g. PPAG) for PGY2 residents]. Use of conference time does not require make-up time to meet Program requirements to be awarded a certificate.

Extended Periods of Leave: Pharmacy residents are able to participate in CHOP's Short-Term Disability program for any prolonged illness not related to work. The purpose of the short-term disability plan is to provide eligible participants with income if they are not able to work due to a non-work-related illness or injury. If the individual is medically certified as disabled, benefits may begin after seven consecutive days of illness (for which PPL must be used). Benefits can continue for as long as he/she is totally or residually disabled, up to a maximum of 26 weeks from the date of disability. Refer to CHOP Benefits website for more information. If the requested leave is NOT medical in nature or covered by PPL, this time off requires approval by the RPD and Clinical Manager and would be administered as non-paid leave. This leave may not extend beyond 8 weeks. Given the nature of these leaves, additional time will be added to the end of the residency year to make-up any missed time to be eligible for a certificate.

Holiday Leave: Pharmacy residents are expected to work one of CHOP's 8 recognized holidays (New Year's Day, Martin Luther King Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, Christmas Day). Residents will receive pay for the other holidays per CHOP HR Policy 3-2. Refer to CHOP HR Policy 3-2 for additional details of the policy, including banked holiday time off and unscheduled absence before and after a holiday. Use of paid holiday time does not require make-up time to meet Program requirements to be awarded a certificate.

Bereavement Leave: Pharmacy residents are eligible to receive up to 24 hours of bereavement leave for certain family members per CHOP HR Policy 3-4. This leave may be utilized within a two week consecutive time period to attend funeral services and to take care of related matters. The resident may elect to take PPL in addition to Bereavement leave. Bereavement leave may be taken as consecutive or non-consecutive days immediately following the death of a family member or funeral service. Pharmacy resident bereavement leave shall be communicated to the RPD and Clinical Manager in writing and appropriately requested / documented in the online scheduling platform and any CHOP required satisfactory evidence of death and relationship to the deceased provided. Use of bereavement leave does not require make-up time to meet Program requirements to be awarded a certificate.