

<b>Policy Title:</b> Pharmacy Resident Paid Time Off	<b>Version Number:</b> 2.0
<b>Search Words:</b> Pharmacy, Resident, Paid Time Off, PTO	
<b>Approved By Signature below:</b>	<b>Date:</b> July 2020, Jan 2022, March 2023, January 2024
Melanie Massiah-White, BS Pharm, MHA VP, Chief Pharmacy Officer	

**Purpose:**

Define the guidelines for pharmacy resident paid time off (PTO).

**Applies to:**

All pharmacy residents within the Inova Health System (IHS). This applies to both Post Graduate Year 1 and 2 (PGY1&2).

**Definitions:**

PTO – time away from work with pay

**Policy Description:**

1. Inova Health System Time Away policy (<https://inova-fairfax.policystat.com/policy/12605527/latest>) will guide resident PTO accrual and usage with additional caveats as outlined within this document. The current accrual rate for residents (Inova employee < 4 years) is 7.3846 hours every 2 weeks which equates to approximately 24 days per year.
2. Requests for PTO are made in advance (minimum of 14 days preferred)
  - a. Please refer to individual residency program manuals for specific details on procedures for requesting time off.
3. The resident will be allowed to take no more than three (3) “excused” PTO days while on a residency rotation. Exceptions may be made for major life events such as job interviews. This would not apply to direct patient care rotations that exceed 5 weeks in duration.



4. Should the requested leave period fall on a scheduled weekend staffing rotation, it is the responsibility of the resident to find coverage for their shift(s). If the resident does not work a scheduled weekend shift(s), that resident is required to work subsequent weekend staffing shift(s) as a make up
  
5. Holidays:
  - a. Residents are required to work up to two of the seven Inova-recognized holidays: one (1) major (Christmas, New Year's, or Thanksgiving) and one (1) minor holiday (Martin Luther King Day, Memorial Day, or Labor Day) as needed by the department.
  - b. Conversely, residents will be given time away from duty for the remainder of Inova Health System's recognized holidays. Residents are paid for holidays not worked without needing to use PTO.
  
6. Unscheduled PTO:
  - a. To use PTO for personal illness, accident or emergency, a resident must notify the applicable following people as soon as possible and receive a confirmatory response:
    - i. Rotation Preceptor (during clinical rotation)
    - ii. RPD (during clinical rotation)
    - iii. Pharmacy Manager (during staffing requirement)
  - b. If the resident does not work a scheduled staffing shift(s), the resident is required to work a subsequent weekend staffing shift(s) as a make up.
  
7. Paid days for professional meetings (ie, professional leave):
  - a. PGY1 - The Pharmacy resident may take up to seven (7) days off during the residency year for attendance at professional meetings. This leave constitutes when a resident is attending the ASHP Mid-Year Clinical meeting, presenting at the regional residency conference, or visiting ASHP in Bethesda, MD. The resident will only be paid for days at the meeting, not including weekends. The following are included as the paid meetings:
    - i. ASHP Mid-Year Clinical meeting: four (4) days in December TBD by meeting date



- ii. Regional residency conference: three (3) days in April/May TBD by meeting date
    - b. PGY2 - The resident may take up to eight (8) days off during the residency year for attendance at professional meetings. In addition to attending the AHSP Mid-Year Clinical meeting, the resident may attend a professional conference in their area of specialty. The resident will only be paid for days at the meeting, not including weekends. The following are included as the paid meetings:
      - i. ASHP Mid-Year Clinical meeting: four (4) days in December TBD by meeting date
      - ii. Professional conference in area of specialty: (4) days TBD by meeting date
8. Extended Leave
- a. Any situation that requires a resident to be absent for an extended period of time will be evaluated by the Pharmacy Director and RPD.
  - b. Per the ASHP Accreditation Standard for Postgraduate Residency Programs, time away from the residency program may not exceed 37 days without requiring extension of the program.
  - c. Inova Health System's current allowance for PTO, holiday leave and professional meeting attendance is currently equivalent to 36 days for PGY1s and 37 days for PGY2s. As such, residents requiring leave beyond that allowed by PTO, holidays and professional leave, may exceed the 37-day limit and will be managed as follows:
    - i. Residents eligible for FMLA may extend for the residency for up to 12 weeks (<https://inova-fairfax.policystat.com/policy/12023340/latest>)
    - ii. Residents not eligible for FMLA that are eligible for short-term disability may extend the residency for up to 8 weeks (<https://inova-fairfax.policystat.com/policy/11530386/latest>)
    - iii. Residents eligible for time away from the program due to jury duty or bereavement leave must reduce the number of PTO days used to stay within the maximum of 37 days away from the program.
      - 1. If the resident has already used PTO days such that limiting PTO is not possible, the resident may extend the program equivalent to the number of days away beyond 37 days.



- iv. Residents eligible for military leave may extend the residency for up to 30 days (<https://inova-fairfax.policystat.com/policy/9297177/latest>).
    - 1. If duration of military leave is greater than 30 days, it will be managed per the military leave system policy in conjunction with Human Resources.
  - d. Program extension will be equivalent in competencies and time missed.
  - e. Should the resident be unable to extend the program or choose not to limit PTO use, they will be dismissed from the program.
9. Pay and benefit status during leave and extension
- a. During the period of FMLA, short-term disability, or any other Inova HR approved leave, residents will be paid and receive benefits according to the applicable Inova Health System policies (see above).
    - i. Jury duty and bereavement leave are addressed in the Inova Time Away Policy.
  - b. During the period of program extension, residents will be eligible for full salary and benefits.

**Addenda:**

- None