

Resident Time Off and Leave

Time Off Pay (TOP) Program

- Combined Time Off: Residents can take a maximum of 15 paid days off per year which includes vacation, personal days, and short term illnesses. Conference time will not come out of the combined-time-off bank.
- The residency program includes a staffing component. The resident will work one major and one minor holiday as determined by lottery:

Major Holidays

Christmas Day
New Year's Day
Thanksgiving Day

Minor Holidays

Memorial Day
Labor Day

If the holiday falls on a weekend, then the official day as celebrated by the hospital, will be the day off, if the resident is not scheduled to work.

Vacation/Personal Days

- No more than 3 days may be taken on any one learning experience month without the prior approval of the Residency Program Director. Exceptional circumstances will be addressed on an individual basis. All vacation time must be approved by the learning experience preceptor and the Residency Program Director. Residents are scheduled to have longitudinal project days during the year. Using vacation time is highly discouraged during assigned project days.
- These days are not to be used for longitudinal weekend staffing coverage.

Sick Days

- Residents, who use 2 or more sick days on any one learning experience, must meet with the preceptor to develop a written plan to ensure completion of overall learning experience goals. Absences from any learning experience must not exceed 20% of the time allotted to the experience. For time-off that exceeds this established maximum, please see the Extended Leave Policy below.
- In the unlikely event that a resident is sick on a longitudinal staffing weekend, the resident is encouraged to have the other resident cover for their shift(s) and organize a trade.

Jury Duty

- If residents are called to jury duty on a day in which they are scheduled to work, they will be given paid jury duty leave consistent with Premier Health's HR policy on Jury Duty. The RPD and/or RPC must be notified as soon as jury summons is received.

- Only the court, as outlined in the Jury Summons Notice can grant deferment or excused absence from jury service.

Bereavement Leave

- Bereavement leave must be taken within seven calendar days following the death or funeral of the family member. Bereavement leave will be granted in accordance with Premier Health's HR Policy.

Process for Residents Taking Time Off

- All residents must have full approval BEFORE taking scheduled time off. Place the signed time off request form in the Residency Program Director's mailbox at least one week prior to the requested day off. In the event the Residency Program Director is unavailable, give the time off request form to the RPC for authorization. Document TOP on the Duty Hours form.
- Instructions for sick calls: Contact your preceptor and leave a phone message on the day of your illness. Upon returning to work, complete the time off document titled "Request for Scheduled Absence from Residency" noting that sick time was used. Make a photocopy and keep for your personal records and give the original to the Residency Program Director.
- In the event the resident is sick during their scheduled staffing assignment, i.e., scheduled Holiday or during the longitudinal weekend staffing shift, the resident will need to contact the Main Pharmacy pharmacist at 937-208-3195. A minimum 2 hour notice prior to the start of your scheduled shift is requested. The resident will also need to contact the Residency Program Director to state the expected duration of the illness (in order to determine staffing coverage).
- Residents must keep track of their TOP bank and ensure they do not use more than 15 TOP days throughout the year.

Note: Conference time is not part of your TOP bank. Conference time typically includes:

- OSHP Fall Meeting in September/October - 1 day
- ASHP Midyear Clinical Meeting - 4-5 days depending upon location
- Great Lakes Pharmacy Residence Conference (or other approved residency conference)– 2 days
- OSHP Spring Meeting in April/May - 2 days
- Recruitment forums as needed

Extended Leave Policy

A pharmacy resident may encounter extenuating circumstances during the year that would require the use of extended leave. In the event a resident would request/require extended leave the following policy would be utilized:

- **POLICY: Extended Medical Leave/Personal Leave/Military Leave**

The residency program is a minimum of 52 weeks in duration, with the first four weeks serving as orientation/training. In the event of a serious medical or personal condition requiring extended leave, residents may take any accumulated vacation and sick time,

and still complete the residency program on time. Any additional required time off may result in extending the program. Each extension is reviewed on a case-by-case basis.

A proposed plan for the individual resident will be developed by the Residency Program Director to assure that requirements for the residency are successfully met and that the individual resident and all other residents are treated fairly. This plan will be developed in conjunction with the Residency Advisory Committee. The extended leave may result in the individual extending his/her residency program in order to meet the program requirements. If the program is extended, the resident will participate in all residency learning experiences and other assignments just as any other resident at the time.

It is important to note that while efforts will be made to work with the individual resident to resolve issues in completing the program in a timely manner, there is the possibility that the request will not be able to be granted, depending on the policies and regulations of Miami Valley Hospital. The Family and Medical Leave Act, Disability, and Military Leave will be administered in accordance with organizational policy in cases where these acts would apply.

Additional Time for Completing Residency Requirements

Absences from any learning experience must not exceed 20% of the time allotted to the experience. Absences may jeopardize attainment of the program's outcomes, goals, and objectives. The Residency Program Director maintains responsibility for ensuring that absences incurred do not jeopardize the trainee's ability to attain the program's outcomes, goals, and objectives. Absences that extend beyond those allotted (described in this Manual and/or MVH Personnel Policy) must be made up. A plan to accomplish making up missed days will be developed by the Residency Program Director and approved by the Residency Advisory Committee prior to the end of the training program. In the event the time missed extends beyond the anticipated training program completion date, the trainee may request MVH to pay all salary and benefits during the extended appointment for a period of time not to exceed four (4) weeks, however, the ultimate decision as to fund the salary and benefits during this time period will be made by the Director of Pharmacy. Beyond 4 weeks, MVH will fund neither the salary nor benefits of the trainee.