



A. SUBJECT: Leave or Request for Absence Policy

B: EFFECTIVE DATE: June 1, 2008

C: POLICY:

PURPOSE:

The University of Virginia Health System shall seek to provide its residents (herein after "resident") with appropriate time off to ensure the residents' well-being and to conform to the American Society of Health-System Pharmacists (ASHP) and Accreditation Council for Graduate Medical Education (ACGME) regulations. Furthermore, any time away from training, must adhere to department program policies.

PROCEDURE:

Vacation Leave: Residents are allowed up to 10 days of vacation time. Residents should complete the Annual Professional Leave Request Form 1 week prior to the planned absence (unless approved by the residency program director). Forms must be signed by the resident, rotation preceptor, and residency director and returned to the residency coordinator.

Professional Leave: Each resident is granted professional leave for attendance at the ASHP Midyear Clinical Meeting, Eastern States Conference for Pharmacy Residents and Preceptors, and up to 2 days for a residency class trip. Residents are also granted up to 5 days to participate in employment interviews. If more than 5 days are needed for interviews, vacation days must be used.

Sick Leave: Residents are provided up to 2 calendar days/per year of paid sick leave. If there are additional sick days, vacation days must be used. Those sick for 2 or more consecutive days must present a physician's note to the Program Director/ Coordinator. Additional leave time *may* be granted in cases of unusual illness or disability. Such additional leave would be granted through the Office of Graduate Medical Education only when the Program Director, DIO, and GME Office deem it viable. If sick leave is in excess of the days allotted, vacation days must be used or time will need to be made up. A plan to accomplish making up missed days will be developed by the residency program director/ residency coordinator prior to the end of the residency.

Family and Medical Leave: The Health System provides family/medical leave of absence in conformance with the Family and Medical Leave Act of 1993 to eligible employees. Information related to the policies and procedures for securing such leave can be found at https://www.healthsystem.virginia.edu/opr/manuals/mc_hr/601FAM.PDF The total leave period must be approved by the Program Director who will communicate this to the Office of Graduate Medical Education.

Military Leave – The Health System shall provide the resident with the necessary time off from training as called upon by the government for anyone who is serving in the U.S. Armed Forces. Re-entry into the program upon completion of any military time shall be provided by the residency program in which the resident was granted the leave of absence and for remaining duration of requirement continuum of education; subject to annual reappointment(s). The total leave period must be approved by the Program Director and communicated to the Office of Graduate Medical Education by the program.

Additional Time for Completing Residency Requirements: In certain cases, authorized absence of resident members may jeopardize attainment of the program's outcomes, goals, and objectives. The residency program director/ coordinator maintains responsibility for ensuring that absences incurred do not jeopardize the resident's ability to attain the program's outcomes, goals, and objectives. In the event that the time missed needs to be made up extending beyond the anticipated residency completion date, the institution may be requested to continue to pay all salary and fringe benefits during the extended appointment for a period of time not to exceed four (4) weeks.

Record Keeping: All leave must be documented on Annual Professional Leave Request Forms and returned to the residency program director/ coordinator who maintains the records for all PGY1 and PGY2 residents.

Revised/Approved, Residency Advisory Committee, 5/2008