

## Leave Policy Examples

Each of the examples below is fully compliant with Standards 2.2, 2.2.a, and 2.2.a.1 of the *ASHP Standards for Accreditation of Postgraduate Pharmacy Residencies*. If a program chooses to use an example policy, the exact wording should be used to ensure full compliance. However, if a program makes any modifications to the policies below, or chooses to use their own, the criteria at the end of this document should be utilized to ensure compliance with the Standard. Any leave policy, including the examples below, should be reviewed by your organization's Human Resources Department or other applicable organizational body prior to implementation.

### Example 1:

Residents accrue 15 days of PTO during residency year. Residents are allowed up to an additional 10 days of paid professional leave for interviews for a total of up to 25 days off without requiring program extension. Additionally, residents are allowed up to 35 days of extended leave, if approved. Extension of the program must be equal to both days and content missed. Pay and benefits during any program extension are not guaranteed.

If total leave exceeds 60 days (15 days PTO + 10 days professional leave + 35 days extended leave), the resident will not receive a certificate of completion and will be dismissed from the program.

### Example 2:

Residents accrue 15 days of paid time off (PTO) during residency year. Residents are allowed up to 10 days of paid professional leave for interviews. Residents are also allowed to take up to 12 days of approved unpaid leave. If the resident's time away exceeds 37 days, the resident will be dismissed from the program and will not receive a certificate of completion.

### Example 3

Pharmacy residents are considered full-time exempt employees of the organization and, as such, are eligible for the benefits (paid time off, healthcare package, 401K plan, etc.) that are afforded to other employees of the organization.

Residents are paid every 2 weeks. Pharmacy residents accrue 6.15 hours of paid time off (PTO) each 2-week pay period. This equates to approximately 20 days of PTO earned by the end of the residency year. PTO is applied to vacation days, sick days, personal days, holidays not worked by the resident, and days off for external post-graduate interviews. Unused PTO time will not be paid out and will be forfeited at the end of the residency year unless the resident remains with the organization post-residency in a benefits-eligible position.

Pharmacy residents are also eligible for bereavement, jury duty, and military leave, and if approved, extended leave up to 12 weeks.

Pharmacy residents employed by this organization will be limited to no more than 35 days of leave from the program. Total days of leave from the residency program in excess of 35 days will result in extension of the residency program. Extension of the program must be equal to both days and content missed.

Any extension of the residency program will be unpaid although healthcare benefits will continue through the extension. If extended leave is required beyond 12 weeks, the resident will be dismissed from the residency program and will not be eligible for a certificate of completion.

Leave Policy Criteria
Defines the time residents are allowed to be away from the program.
Time away is no more than 37 days/52-week training period without requiring extension.
Training is extended for absences exceeding allotted time. Extension equals competencies and time missed.
Policies define whether extension of the program is permitted.
If extension permitted, policy specifies the maximum duration allowed & salary/benefits status during extension.
If extension not permitted, policies states residents exceeding allotted leave will not receive a certificate of completion.
Policy clearly written with little left to interpretation.
Ensures uniform application of the policy.