

Policy Title: Pharmacy Resident Paid Time Off	Version Number: 1.0
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Approved By Signature below:	Date: July 2020
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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 PTO policy will guide resident PTO accrual and usage with additional caveats as outlined within this document.
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.
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. Any situation that requires a resident to be absent for an extended period of time (greater than allowed by PTO) will be evaluated by the Pharmacy Director and RPD
6. Residents requiring leave beyond that granted by PTO will be expected to extend the residency year to fulfill the requirements set forth by the American Society of Health-System Pharmacists (ASHP). Should the resident be unable to do so they will be dismissed from the program.
7. Holidays:
 - a. Inova Fairfax Medical Campus (IFMC) PGY1/PGY2 – Residents are required to work one (1) major (Christmas, New Year’s, or Thanksgiving) and one (1) minor holiday (Martin Luther King Day, Memorial Day, or Labor Day).
 - b. IFMC PGY1 – residents will be given the opportunity to take a week off during the holiday period surrounding Christmas or New Year’s. If a resident is working either Christmas or New Years as their major holiday, the opposite holiday week maybe be used as their “off” week. The resident may work during their “off” week if desired and this will be considered project time.
 - c. Inova Mount Vernon Hospital (IMVH) and Inova Alexandria Hospital (IAH) – residents are required to work holidays (Christmas, New Year’, Thanksgiving, Labor Day, Memorial Day, Martin Luther King Day) if they coincide with the residents established pattern for required weekend staffing.
8. 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

9. Paid days for professional meetings:

- a. PGY1 - The Pharmacy resident may take up to eight (8) 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
 - iii. ASHP Site-Visit: one (1) day with date TBD

- 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

Addenda:

- None