

Policy Title: Pharmacy Resident Paid Time Off	Version Number: 6.0
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Approved By Signature below:	Date: July 2020, Jan 2022, March 2023, January 2024, June 2024, March 2026
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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:

- i. Inova Health System Time Away policy (<https://inova-fairfax.policystat.com/policy/19811449/latest>) will guide resident PTO accrual and usage with additional caveats as outlined within this document. The current accrual rate for residents (Inova employee with < 4 years of service) is 7.384 hours every 2 weeks which equates to approximately 24 days per year.
- ii. Requests for scheduled PTO are made in advance. Scheduled PTO during a learning experience block must be requested at least one week prior to the start of the block. Additional scheduled requests for the learning experience block will not be accepted after the block has started.
 - i. Process for scheduled PTO requests (refer to program manual for additional details):
 - i. Request with preceptor who you are scheduled to be with that day



- ii. If they approve, then send an email to the RPD and cc the preceptor. If RPD approves, then send an email to the pharmacy leader and department scheduler to code this in the scheduling and timecard system(s).
 - iii. Create a calendar invite and share with all relevant persons (RPD, preceptor(s), pharmacy leaders). The calendar invite should be scheduled as an all-day event.
 - iv. If gone for more than one business day, please set up out-of-office messages where appropriate (e.g. voicemail, email, Epic, etc)
- iii. The resident will be allowed to take no more than two (2) “excused” PTO days while on a learning experience block. Exceptions may be made for major life events such as job interviews. Two-day limit does not apply to learning experience blocks that exceed 5 weeks in duration.
- iv. 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 makeup.
- v. Holidays:
 - i. 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.
 - ii. 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.
- vi. Unscheduled PTO:
 - i. 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
 - iii. Pharmacy Manager (during staffing requirement)



- ii. 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 makeup.

- vii. Extended Leave:
 - i. Any situation that requires a resident to be absent for an extended period of time will be evaluated by the Pharmacy Director and RPD.
 - ii. 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.
 - iii. Inova Health System's current allowance for PTO and holiday leave is currently equivalent to 29 days. As such, residents may be absent for any additional 8 days before reaching the 37-day limit. Any time beyond the 37 days will be managed as follows:
 - i. Residents eligible for FMLA may extend 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 that is greater than eight days in total 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.
 - iv. Program extension will be equivalent in competencies and time missed.
 - v. Should the resident be unable to extend the program, they will be dismissed from the program.

- viii. Pay and benefit status during leave and extension
 - i. 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.
- ii. During the period of program extension, residents will be eligible for full salary and benefits.

Addenda:

- None