



## **CarepathRx PHARMACY RESIDENT PAID TIME OFF AND LEAVE OF ABSENCE**

**Policy ID:** RES001

**Compliance:** ASHP Accreditation Standard for Postgraduate Residency Programs

**ASHP Standards:** 2.2, 2.8

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**Revised:** July 2021, December 2022, January 2023, June 2024

**Approved by:** CarepathRx Residency Advisory Committee

### **I. POLICY**

CarepathRx recognizes the need for residents to receive time off for vacation, sickness, personal time, and to attend exams, or interviews for career progression. To support this philosophy, CarepathRx has designed a PTO plan that incorporates vacation, personal and sick leave into one program. The following outlines guidelines for paid time off (PTO) as well as a leave of absence guidance for residents.

### **II. PROCEDURES**

#### **a. Paid Time Off**

##### **i. Waiting Period**

1. The resident may begin using accrued PTO following completion of the introductory period (90 days) unless otherwise approved prior to start date of July 1<sup>st</sup> by the Residency Program Director (RPD).

##### **ii. Accrual of PTO**

1. Residents will receive seventeen (18) days of paid time off throughout their residency (this includes floating holidays).
  - a. PTO starts accruing upon hire on a bi-weekly basis. Accruals are based upon paid hours of up to 2,080 hours (40 hours per week) per year. Time in service with the CarepathRx will determine the rate an employee accrues PTO (Refer to CarepathRx Employee Handbook).
  - b. The resident may not request more PTO than what is currently accrued in their PTO bank (viewable in Workday). As hours are accrued, the resident may submit PTO requests directly through Workday®.
  - c. CarepathRx employees can rollover up to 40 hours of

PTO from one calendar year to the next. Any additional time remaining in the resident's PTO bank at the end of the year will be lost if not used. Additionally floating holidays cannot be rolled over.

- d. Unused PTO days will be paid at the end of employment with CarepathRx, if applicable. Floating holidays are not paid out and will be forfeited.

- 2. The last working day of the PGY1 program is June 30 or as approved by pharmacy administration.

iii. Use, Scheduling, and Approval of PTO

- 1. PTO is applied to vacation days, sick days, personal days, holidays not worked by the resident, and days off for external post-graduate interviews.
- 2. PTO will not be granted during the last two weeks of the residency program. Early departure from the residency program may be considered if the resident is moving to another post-graduate training program with a July 1 start date (maximum of two days).
- 3. Full weeks of PTO during the holiday weeks of Thanksgiving, Christmas, and New Year's Day will be based on business needs and cannot be guaranteed.
- 4. The resident may not request more than 20% time of the required learning experience.

iv. Approval of PTO

- 1. Residents must request approval from their Residency Program Director (RPD) as well as the preceptor for the corresponding rotation before taking PTO. The RPD maintains the right to approve/deny, schedule, and adjust PTO requests based on the company's operating requirements and staffing needs.
- 2. All paid time off (PTO) must be approved by the RPD at least 30 days in advance of the anticipated time off. Preceptors must also approve leave that is requested during their learning experience, in advance of the rotation start date. There may be case-by-case exceptions provided to this as with sick days.

v. Sick days

- 1. The Residency Program Director (RPD) and current preceptor(s) must be notified as soon as possible if a sick day is taken via phone. It is the responsibility of the resident to communicate the need for coverage or rescheduling of assigned teaching and patient care activities. If unable to do so due to illness the preceptor/RPD will coordinate arrangements.
- 2. Sick days will be granted on an as needed basis. If available days needed exceed PTO days available, see Leave of Absence below.
- 3. If sick days requested exceed 20% of the scheduled time for any given rotation, the resident may need additional time or activities

to meet the objectives of the learning experience. Schedule modifications will be assessed and determined by the preceptor and RPD.

4. Residents will be given the opportunity to attend medical, mental health, and dental care appointments, including those scheduled during their working hours upon approval and coordination with rotation preceptor.
- vi. Professional days – PTO will not be assessed for mandated professional attendance.
  1. Residents are required to attend and present at the ASHP Midyear Clinical Meeting and Showcase as well as National Home Infusion Association (NHIA) conference to assist with recruiting the incoming residency class and present research findings.
    - a. Budget for travel support and stipends for required events is reviewed on an annual basis.
  2. If a resident is interested in attending additional professional meetings for networking or accepted posters/presentations, the RPD should be notified to discuss this opportunity as soon as possible. The standard process for time off requests should be followed.
    - a. Budget for travel support and stipends for elective events is not guaranteed.
  3. CarepathRx acknowledges that resident career progression requires time for interviewing. The resident must notify the preceptor and program director as soon as an interview date(s) may potentially affect the rotation.
    - a. PTO will be required for time off for interviewing
- vii. Paid Holidays include Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas and New Year's Day. The resident will work 2 holidays which will be determined based on business needs. Residents will be granted 8 hours of 'Floating Holiday' time for holidays worked per CarepathRx Employee Handbook which is already included in the 17 days of PTO granted within the program year. Floating holidays do not carry over into the next calendar year nor is it paid out upon completion of program.
- viii. The above is subject to consideration of extenuating circumstances; deviations from the above will be considered on a case-by-case basis.

**b. Leave of Absence**

- i. The resident may require time away from the program for extended illness, family, or personal reasons. Residents should notify the RPD as soon as the need for extended leave is recognized. Should a resident require leave for personal illness or family leave, the resident may qualify for short-term disability along with other

benefits under the CarepathRx benefit program. Review and approval by the Residency Program Director and Human Resources must occur for the resident to remain eligible for achieving a certificate of completion.

1. Full-time employees must have worked 1,250 hours during the prior 12 months to qualify for Family and Medical Leave Act (FMLA).
2. Time away (including a leave of absence and/or PTO) can be no more than 37 days/12-month training period without requiring extension. If a resident is absent for more than 37 scheduled training days (including a leave of absence and/or PTO), the program may be extended.
  - a. Extension of the program must be equal to both days and content missed, with a maximum extension of 8 weeks. Extensions are granted on a case-by-case basis and must be met within 8 weeks for reinstatement. Failure to meet the conditions within this period will result in dismissal and termination from the residency program. Extenuating circumstances will be reviewed by the Residency Program Director, executive leadership, and Human Resources, considering the resident's progress in achieving extension requirements.
  - b. Any extension of the residency program will be unpaid although healthcare benefits will continue through the extension. If extended leave is required beyond 8 weeks, the resident will be dismissed from the residency program and will not be eligible for a certificate of completion.
- ii. The resident must complete the residency program with a minimum of a 12- month practice commitment and no more than a 8-week extension.
  1. CarepathRx is not responsible for delays in PGY2 appointment or employment start dates as a result of extended appointment due to leave of absence.
- iii. Bereavement Leave: Should a resident experience a death in the family during the residency year, the resident is permitted bereavement time per CarepathRx policy. While on bereavement leave, the resident will be paid their regular rate of pay based on the hours scheduled to work. Any additional time needed will need to be approved by the RPD, and PTO would be used.
  1. Residents who require time off due to a family death should notify their immediate preceptor and RPD as soon as possible. Refer to CarepathRx Bereavement policy or the Employee handbook for more details.

**c. Unexcused Leave**

- i. Defined as any absence not approved by the RPD and properly documented within employee and residency records. Disciplinary or remedial action from an unexcused absence shall be at the discretion of the RPD, Residency Advisory Committee, and Human Resources and in accordance with RES007 Dismissal and Disciplinary Action.