Cleveland Clinic
Akron General
Pharmacy

Pharmacy Residency Leave of Absence Procedure

Target Group: Cleveland Clinic Akron General Medical Center - Pharmacy		Original Date of Issue: 10/22/2013	Version 5
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Purpose

To support the Leaves of Absences- Including FMLA, Medical, Worker's Compensation, Personal, Military and Departmental Policy, this document outlines the leave of absence procedures for all Cleveland Clinic Akron General Medical Center (CCAGMC) pharmacy residents during post-graduate year 1 (PGY1) and post-graduate year 2 (PGY2).

Pharmacy residents must follow Human Resources policies and procedures for Leave of Absence requests.

Definitions

Cleveland Clinic Akron General Medical Center: Includes Akron General Main Campus and any and all Akron General provider-based locations.

Procedure

Leave of Absence Requests

1. Per residency year, each resident has 14 paid "time-off" days.
    a. A "Time-off" day may be used for 1) illness or personal time, 2) licensure requirements [reciprocity hearing or taking the North American Pharmacist Licensure Exam (NAPLEX) and/or jurisprudence exam(s) for licensure in Ohio], or 3) interviewing for PGY2 residencies or jobs.
        i. "Time off" days are not classified as paid time off (or PTO); therefore, any remaining "time off" days at the end of the residency are not paid out.
    b. Please refer to the CCAGMC pharmacy residency manual for any additional time off given (e.g., wellness days, unworked holidays, etc)
    c. If the resident exceeds 37 days away from the residency program, inclusive of the

"time off" days and any other available time off such as wellness days, during the 52-week training period, the residency will be extended. The extension to make up any absence that exceeds the 37 days will be equivalent in competencies and time missed. During this extension, salary and benefits will be provided under the usual terms of the residency.

i. Days used to attend professional conferences/meetings are not counted as days away from the program.
ii. Comp days (if applicable) for working weekends are not counted as days away from the program.

d. See #2 for Leave of Absence.

2. Each Resident can take up to 12 weeks for a medical or FMLA-qualifying leave of absence.

a. All requests for Leave of Absence must be submitted in writing to the respective Residency Program Director (RPD) and Human Resources. The RPD shall notify the appropriate Pharmacy leadership (e.g., Pharmacy Manager, Pharmacy Director, etc.). Please refer to individual Human Resources Policies and Procedures for specific processes and documentation requirements based on type of leave. Any approved leave of absence under this procedure shall run concurrently with, not in addition to, any applicable Human Resources Policies and Procedures regarding leave of absence, including but not limited to the Leaves of Absences- Including FMLA, Medical, Worker's Compensation, Personal, Military and Departmental Policy .

b. The resident will need to apply to take unpaid leave up to 12 weeks, unless eligible for short-term disability benefits, maternity leave benefits, or parenteral leave benefits under the applicable Human Resources policies and procedures.

c. Should a leave of absence occur before licensure has been obtained, refer to Pharmacy Residency Policy-Licensure in Ohio regarding examination timing.

d. If the Leave of Absence is approved, and the resident has used all "time-off" days, the below protocol will be followed to ensure the residency program is a minimum of 52 weeks in length (per American Society of Health-System Pharmacy Residency Standards).

i. Residents taking leave greater than paid leave allowed (i.e., 14 "time-off" days) cannot be awarded a residency certificate unless additional leave is made up.
ii. For example, if a resident needs to take a leave of absence and they have 10 days of "time off" remaining out of the 14 "time-off" days, they use the 10 "time-off" days remaining and then will need to make up the remaining days taken on the leave of absence [i.e., a resident takes 4 weeks leave or 20 work calendar days leave of absence, they will be required to make up 10 work calendar days for the residency at the end of the year and any required staffing shifts missed (e.g., weekends)]

Request for Leave

1. It is the employee's responsibility to notify the supervisor by completing a "Request for Leave of Absence" form located on the HR portal. When the need for leave is foreseeable, the employee must provide at least 30 calendar days of advance notice to their supervisor.

Make-up Time for Absences

1. Leave(s) of absence may extend the training period to reach an acceptable level of performance in order to graduate from the program. The resident must complete 52 weeks of residency.

2. Leave of absence time (up to 12 weeks) must be completed within 6 months of the date the program was scheduled to be completed, or the resident forfeits the privilege of receiving a residency graduation certificate and is dismissed from the residency program. In other words, for a leave of absence, the residency position will be held for 6 months after the end date of the residency in the Acceptance Letter. For example, if a resident begins maternity leave or is out due to major surgery at the end of May and has approved CCAGMC leave for 12 weeks, upon returning from leave (at the end of August) would need to make up the 12 weeks of the residency missed by the end of December.

3. When returning from a leave of absence, all Successful Completion Requirements must be met in order to obtain a residency graduation certificate. For example, the resident must complete all required rotations as outlined in the Successful Completion Requirements; therefore, any required rotations and deliverables missed during the leave of absence would need to be made up upon the residents return and done within the allowable period of the extension.

4. Upon returning from leave, salary and benefits will resume. The resident must work under the guidance of a preceptor, equal to the hours missed, to complete the Successful Completions not yet achieved.

Regulatory Requirement/References

Family and Medical Leave Act (FMLA)

Cleveland Clinic Akron General - Human Resources Policies and Procedures:

- Bereavement Leave Policy
- Jury Duty and Witness Duty Leave Policy
- Leaves of Absences- Including FMLA, Medical, Worker's Compensation, Personal, Military and Departmental Policy

Cleveland Clinic Akron General has its own Successful Completion Requirements.

Oversight and Responsibility

The Pharmacy Residency Committee is responsible to review, revise, update, and operationalize this procedure to maintain compliance with regulatory or other requirements.