

LEGACY HEALTH

ADMINISTRATIVE

Policy: 916.3903
Origination Date: JUL 2015
Last Revision Date: JUNE 2020

SECTION: PHARMACY

TITLE: PHARMACY RESIDENCY TRAINING PROGRAM LEAVE OF ABSENCE

FACILITY

- | | |
|---|--|
| <input checked="" type="checkbox"/> Legacy Emanuel Hospital and Health Center (as applicable: <input type="checkbox"/> LEMC only <input type="checkbox"/> RCH only <input type="checkbox"/> Unity only) | <input type="checkbox"/> Legacy Medical Group |
| <input checked="" type="checkbox"/> Legacy Good Samaritan Medical Center | <input type="checkbox"/> Legacy Urgent Care |
| <input checked="" type="checkbox"/> Legacy Meridian Park Medical Center | <input type="checkbox"/> Legacy Lab Services |
| <input checked="" type="checkbox"/> Legacy Mount Hood Medical Center | <input type="checkbox"/> Legacy Visiting Nurse Association (Hospice) |
| <input checked="" type="checkbox"/> Legacy Salmon Creek Medical Center | <input type="checkbox"/> Legacy Research Institute |
| <input type="checkbox"/> Legacy Silverton Medical Center | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Administrative/System Support Services | |
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PURPOSE:

The purpose of the pharmacy leave of absence policy is to:

- A. Serve as an addendum to the [Legacy Human Resource Policy 500.401](#) for time away from residency training (e.g. sick, vacation and leave of absence) for Legacy employees in the pharmacy residency training program.
- B. Comply with applicable laws, including the federal Family and Medical Leave Act (FMLA), the Oregon Family Leave Act (OFLA), Washington Law Against Discrimination (WLAD), the federal Uniformed Services Employment and Reemployment Rights Act (USERRA), the Americans with Disabilities Act (ADA) and applicable state disability and leave laws, Workers' Compensation, Oregon and Washington's Military Family Leave Act, the Oregon Crime Victim's Leave Act, Oregon and Washington's Domestic Violence Leave and any other applicable leave law such as state paid leave while ensuring that a resident's leave of absence will allow the resident to successfully complete the requirements of the residency training program.

SCOPE:

This policy applies to Legacy employees in the Post-graduate Year 1 and Post-graduate Year 2 pharmacy residency training programs.

DEFINITIONS:

Leave of Absence. Any approved (paid or unpaid) period of absence from regular work. A leave of absence begins the first time (may be less than a workday) the employee is away from work or, in cases of consecutive leaves of absence, the first day following the last day of the preceding approved leave of absence. The employee retains accrued credit for previous service. When more than one type of leave applies to an absence, the leaves run concurrently as allowed by applicable law.

Absence due to vacation is excluded from this policy. In addition, employees on an approved leave of absence are prohibited from seeking or engaging in other employment or self-employment (with the exception of Uniformed Services Leave) without prior written approval from Legacy Health.

Employees must contact Sedgwick when any leave of absence is needed. Employees can file for absences either online or via the phone. Absence due to illness do not need to be filed with Sedgwick, unless the absence extends beyond 3 workdays. The HR Answer Center is a resource for those that have questions or

need assistance working with Sedgwick. The preferred method to reach the HR Answer Center is through MyHR (the self-service online portal), but they may also be reached via phone at (503) 415-5100.

POLICY:

1. For types of leave, eligibility criteria and process for requesting leaves of absence, reference [LH 500.401 Leave of Absence](#).

IMPLEMENTATION PROCESS:

1. A resident wishing to take vacation during the residency must request time off 30 days prior to the date of the request and must submit request to RPD, residency site coordinator and preceptor for affected clinical rotation.
 - a. For job interviews and PGY2 interviews, the vacation leave must be approved by the RPD and preceptor(s) prior to accepting the interview date.
 - b. Residents are expected to be present during the final week of the residency. Exceptions may be considered on a case-by-case basis, but approval of leave during this time is not guaranteed.
2. If a resident misses (sick and/or vacation/holiday) more than 10% of learning experience (e.g., 3 days in a 6-week or 2 days in a 4-week learning experience), the learning experience may be extended at the discretion of the preceptor(s) and residency program director.
 - a. A preceptor may require makeup hours or additional project(s) for time away from rotation.
 - b. A preceptor for a learning experience has the discretion to be stricter in their time away from rotation requirements but this must be clearly stated in the learning experience.
3. If medical leave, family leave or time away from the residency program (including vacation, holidays and sick time) extends beyond 30 days, a review will occur with the resident, RPD and residency site leadership team assessing progress towards required goals and objectives and development of a plan for completion of residency requirements including making time up for any days beyond 30 day missed and potential extension beyond the 12-month training program.
4. If time away from the residency program extends beyond 90 days, the site Pharmac director or manager will work with Legacy Human Resources to determine if reasonable accommodations can be made to allow the resident to fulfill the requirements of the residency training program. This may include extension of the training period or requirement for resident to reapply to the program. The residency program is not to extend beyond August 31.

Key Words: Pharmacy residency, Post-graduate Year 1, Post-graduate Year 2, leave of absence

References: 500.401 Leave of Absence

Approval: Pharmacy Leadership Team 05/2020

CSR 6/2020

NEC 6/2020

Originator: Pharmacy