I. Purpose

To establish a policy for the use of earned time (ET) and extended sick time (EST) accrued by Cambridge Health Alliance (CHA) Pharmacy Residents during the PGY1 Pharmacy Residency year.

II. Personnel

CHA PGY1 Pharmacy Residents.

III. Policy

- Pharmacy Residents are non-union staff members who are full-time salaried employees.
In regards to ET, the residency program follows CHA’s Pharmacy Residents Benefit Summary with the following clarifications outlined below:

- New employees accrue up to 31 days of ET over the first year. The residency program does not allow the resident to take all 31 ET days off per year. The resident is allowed to take up to 24 ET days off during his/her training period. The 24 ET days off is divided as follows:
  - 17 scheduled days off as follows:
    - 10 scheduled days (e.g., vacation, travel for interviews, floating holidays)
    - 7 holidays
  - 3 unscheduled days (e.g., sick) off
  - 4 interview days (only the day of the scheduled interview. If travel time is needed, then that comes out of the scheduled days off allotment)

IV. Definitions

**Extended Sick Time (EST):** Absences due to illness in excess of five consecutive work days shall be charged to extended sick time (EST), provided the employee has the available time and is on an approved Leave of Absence.

**Scheduled ET:** Time away from the normal work day that has been planned in advance and approved by the Residency Program Director (RPD).

**Unscheduled ET:** Time away from the normal work day that has not been planned in advance or pre-approved by the RPD.

V. Procedures

- Pharmacy Residents’ ET is to be used for vacation, holidays, sick leave and personal days similar to the benefits of other non-union employees.

- The ET balance is paid out upon termination of employment.

- Requests for use of ET must be submitted in writing to the RPD for approval. The RPD will document and monitor each resident’s ET utilization (e.g., scheduled time off, unscheduled time off, holiday, interview days).

- Requests for time off at the end of June are discouraged and should be reserved for extraordinary circumstances.
• Pharmacy Residents will be given granted time off for attendance at conferences which are approved by the RPD. Time used for attendance at a conference will not be deducted from the residents’ ET bank.

• The following are Pharmacy Residency Program restrictions regarding the use of the accrued ET and EST:
  
  • **Scheduled ET:** No more than 17 ET days can be used for scheduled time off (e.g., vacation, personal days, travel for interviews, floating holidays) during the residency year.

  • **Unscheduled ET:** No more than 3 ET days can be used for unscheduled absences (e.g., sick days) due to illness, bodily injury, or necessity for medical or dental care. In the event that a resident missed work due to illness in excess of the allotted three days per year, the RPD will review the absences. In these cases, residents may be required to make-up time missed after the residency year has concluded.

  • **Holidays:** No more than 7 ET days may be used for holidays. Earned time is deducted from the residents ET bank for a holiday not worked. If a resident works on a holiday, no ET is deducted.

  • **Interview Days:** It is expected that a resident will be interviewing for employment post residency year (e.g., PGY2 training program, job). No more than 4 ET days may be used for interviews. A resident may be granted 1 day off per interview. If travel time is needed pre or post interview day, this time is counted toward the 10 scheduled days off allotment as outlined above. An excess of 4 interview days will counted toward the 10 scheduled days off allotment as outlined above.

  • **Bereavement and Jury Duty:** The Pharmacy Residency Program follows CHA’s Pharmacy Residents Benefit Summary.

  • **Family and Medical Leave Act (FMLA):** Pharmacy residents are not eligible for FMLA.

  • **Extended Sick Time:** Absences due to illness in excess of five consecutive work days shall be charged to extended sick time starting on the sixth day of illness, provided an employee has the available banked time and is on an approved Leave of Absence. Please refer to Pharmacy Residents Benefit Summary. The RPD may grant the resident an unpaid extension to the residency program for an approved Leave of Absence, up to a maximum of 4 consecutive weeks. The extension will commence immediately following the end of the twelve month training program. If the resident is not expected to successfully complete the program by providing an extension, the resident will be dismissed from the program (Refer to policy, Pharmacy Resident Dismissal #D-PHA-0049).
• Any extenuating circumstances in regards to ET requests will be discussed and handled by the RPD on a case-by-case basis.

• At the discretion of the RPD, residents may be required to make-up time missed after the conclusion of the academic year. No more than 4 weeks will be granted to a resident for an extension for any reason. This extension time will be unpaid and will commence immediately following the end of the twelve month training program. If the resident is not expected to successfully complete the program with an extension, the resident will be dismissed from the program (Refer to policy, Pharmacy Resident Dismissal #D-PHA-0049).

<table>
<thead>
<tr>
<th>Approver</th>
<th>Approved [initials]</th>
<th>Not Approved [initials]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gail Sanchez</td>
<td>gms</td>
<td></td>
</tr>
<tr>
<td>Mary Regan</td>
<td>mer</td>
<td></td>
</tr>
<tr>
<td>Steven Cano</td>
<td>SC</td>
<td></td>
</tr>
</tbody>
</table>