


<p><b>Title: Pharmacy Resident Benefit Time</b></p> <p><b>Policy Number:</b> D-PHA-0050</p> <p><b>Replaces (supersedes):</b> Pharmacy Resident Earned Time</p> 	<p><b>Policy Chronicle:</b></p> <p>Effective Date: 06/24</p> <p>Date the Original Version of Policy was Effective: 07/17</p> <p>Most Recent Review: 05/24</p> <p>Owners' Signatures:</p> <p>Gail Sanchez, PGY1 Residency Program Director</p> <p>Garrett Lech, PGY2 Residency Program Director</p> <p>Mary Regan, Associate Chief Pharmacy Officer, Inpatient Services</p> <p>Monica Akus, Associate Chief Pharmacy Officer, Pharmacotherapy Services</p> <p>Previous Reviews: 05/18, 04/20, 04/23</p>
<p><b>Areas of Operation:</b></p> <p>Inpatient Pharmacy Pharmacotherapy Services</p>	<p><b>Regulatory / Accreditation Standards:</b></p> <p><a href="#">American Society of Health-System Pharmacists (ASHP) Accreditation Standard for Post Graduate Residency Programs (2024)</a></p>
<p><b>Keywords:</b> Accrued, Benefit, EST, ET, Pharmacy, Residency</p>	

**Purpose:**

To establish standards for the use of earned time (ET) and extended sick time (EST) accrued by Cambridge Health Alliance (CHA) Pharmacy Residents.

**Scope:**

This policy applies to the CHA Pharmacy Residents.

**Personnel:**

The CHA Pharmacy Residents.

**Definitions:**

<b>Extended Sick Time (EST)</b>	Absences due to illness more than five consecutive workdays provided the employee has the available time and is on an approved Leave of Absence.
<b>Scheduled ET</b>	Days away from the normal workday that has been planned and approved by the Supervisor.
<b>Unscheduled ET</b>	Time away from the normal workday that has not been planned
<b>Supervisor</b>	For the purposes of this policy, Residency Program Director and Supervisor are interchangeable

**Policy:**

1. Pharmacy Residents are non-union, full-time salaried employees. Their ET is to be used for vacation, holidays, sick leave, and personal days. The residency program follows CHA's Pharmacy Residents Benefit Summary with additional details outlined below:
  - a. Earned Time: Pharmacy Residents are allowed up to 25 ET days during their 52-week training period. ET requests during the month of June are discouraged. ET includes the following:
    - i. Scheduled ET (including holidays and interview days)
      1. To be requested in writing to the Supervisor at least 6 weeks in advance.
      2. Interview days are an exception to this 6-week, advanced notice requirement.
    - ii. Unscheduled ET
      1. If a resident takes what the Supervisor considers to be an excessive amount of unscheduled ET, they may be required to make up the time after the residency year has concluded.
  - b. Extended Sick Time: If a resident qualifies for EST, they may be required to make-up missed time after the residency year has concluded.
  - c. Family and Medical Leave Act (FMLA): Pharmacy Residents are not eligible for FMLA (Refer to policy, Family and Medical Leave #A-HRS-0012).
2. The Supervisor will document and monitor each Pharmacy Resident's ET utilization.
3. Pharmacy Residents will be given time off for attendance at conferences approved by the Supervisor. Time used for attendance at conference days will not be deducted from their ET bank.
4. Residents' time away will not exceed 37 days in the 52-week training program. Time away includes all ET and non-ET days away from the program. Once a resident exceeds more

than 37 days away from the program, they will be evaluated by the Supervisor for possible extension or dismissal from the program (Refer to policy, [Pharmacy Resident Dismissal #D-PHA-0049](#)).

5. The Supervisor may grant the Pharmacy Resident an unpaid extension or a delayed start to the residency program up to a maximum of four consecutive weeks. The resident is eligible for benefits during an extension. The extension will commence immediately following the end of the 52-week training program. If the Pharmacy Resident is not expected to successfully complete the program by providing an extension, they will be dismissed from the program (Refer to policy, [Pharmacy Resident Dismissal #D-PHA-0049](#)).
6. Any extenuating circumstances regarding ET requests will be discussed and handled by the Supervisor on a case-by-case basis.
7. The CHA Senior Leadership reserves the right to make exceptions to benefit time based on specific operational needs.
8. The ET balance is paid out upon termination of employment.

**Reviewed by:**

<b>Committee Name / Content Expert</b>	<b>Chairperson / Name</b>	<b>Date</b>
Residency Advisory Committee	Gail Sanchez	06/17/24

**This policy has been reviewed and approved electronically by:**

<b>Approver</b>	<b>Title</b>	<b>Initials</b>	<b>Date</b>
Monica Akus	Associate Chief Pharmacy Officer, Pharmacotherapy Services	MA	6/17/24
Steven Cano	Chief Pharmacy Officer	SC	05/30/24
Garrett Lech	PGY2 Residency Program Director and Supervisor, Pharmacotherapy Services	GL	5/30/24
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