

RESIDENCY: LEAVE OF ABSENCE

Date Effective: July 1, 2015

Date Revised: April 11, 2024

Programs Covered: PGY1, PGY2 Emergency Medicine

PURPOSE:

The Aultman Leave of Absence Policy is available in its entirety in the Employee Handbook. The Residency Leave of Absence Policy is to define the procedures for ensuring the successful completion of all residency requirements after an Aultman-approved Leave of Absence is granted. This policy applies to both PGY1 and PGY2 Pharmacy Residency Programs.

ELIGIBILITY:

The resident may be eligible for either a block or intermittent Family Medical Leave of Absence (FMLA) of up to 12 weeks (480 hours) at any point during the residency year according to the Aultman Leave of Absence Policy. Eligibility requirements and procedures for obtaining an FMLA follow the Aultman requirements set for them in the Employee Handbook.

PROCESS:

The resident may be permitted to take a leave of absence from the residency program. All eligibility requirements and procedures as set forth in this policy and the Employee Handbook must be met to be granted a leave of absence.

The resident must notify the Residency Program Director (RPD) of the need for an FMLA as early as possible to receive the appropriate paperwork to file for the leave. If the leave is expected to interfere with the resident's ability to complete the residency program the resident may elect to resign from the residency program without penalty.

If a leave of absence is granted that exceeds the resident's available PTO balance, per Aultman Hospital policy, all PTO and sick time will be used first and the remainder of missed time will be unpaid leave days. Full-time employment and benefits are continued for the duration of the approved leave of absence, even if unpaid days are used.

Upon completion of the leave of absence the resident will be eligible to return to the residency program. All residency program requirements set forth in the Residency Certificate Achievement policy must be met to complete the residency program and receive a certificate.

The leave of absence may extend the contracted residency period by up to 12 weeks at which time all requirements must be met. If the resident's leave of absence interferes with fulfilling the requirements of the program by the end of the contracted residency year, the resident may request a Residency Advisory Committee (RAC) review of an extension proposal or an alternative method of fulfilling a requirement that is equal to competency and time missed. It is the resident's responsibility to submit

RAC review requests that include a detailed plan for program requirement achievement. Requests must be made prior to the start of a planned FMLA or by the end of the first working day after an unplanned FMLA. A majority vote of the RAC to grant extension proposals or alternate requests is required. Extensions will only be approved for proposals that are equal to competency and time missed due to the approved leave of absence. The resident will be considered a full-time employee for the duration of an approved extension period and will receive all of the full-time benefits and salary of the PGY1 Pharmacy Resident Position but no additional PTO or sick time will be available during the extension period. Residents who do not receive RAC approval of their proposal and who do not meet the requirements of the Residency Certificate Achievement policy by the end of the contracted residency period will not receive a certificate.