
Yale New Haven Health Department of Pharmacy Pharmacy Residency Program Residency Leave of Absence Policy

Original Date Approved/Date Effective: 11/09

Date Reviewed/Revised: 9/22

Approved by: Residency Advisory Board, Human Resources

- I. The resident may apply for a leave of absence per hospital policy:
Family Medical Leave: <https://ynhh.ellucid.com/documents/view/23599>
Personal Leave: <https://ynhh.ellucid.com/documents/view/21421>

- II. The resident must give the Residency Program Director 30 calendar days' notice. If the need for the leave is unforeseeable, the resident must give as much notice as is practical and reasonable in the given circumstances. A resident undergoing planned or otherwise elective medical treatment is required to make a reasonable effort to schedule the treatment to minimize disruptions to the employer's operations. If a resident fails to provide 30 calendar days' notice for a foreseeable leave without a reasonable explanation for the delay, the leave request may be delayed or denied.

- III. Approval of a personal leave of absence will be up to the discretion of the Residency Program Director and Director of Pharmacy as per hospital policy.

- IV. In the event that a resident does not qualify for FMLA or personal leave of absence, the Residency Program Director and Human Resources will make reasonable accommodations in accordance with the American Disabilities Act.

- V. In the event of a serious medical condition or family medical leave requiring an extended absence, the resident may use any unused time off days from their 14 day bank and still complete the program on schedule. Any additional time off up to a maximum of 60 days will result in extension of the program, beyond the normal end date, by the number of days off beyond paid leave. Once resident days off from their 14 day bank has been exhausted, any remaining protected time off will be unpaid. Residents requiring extended unpaid leave greater than 60 days in duration may be dismissed from the program.

- VI. A resident taking leave greater than their allowable time off bank allows may not be awarded a certificate of completion unless that additional leave is made up. If the resident is unable to complete all program requirements, the resident will not receive a certificate of completion. The resident must complete a minimum of 12 months of training in order to receive a certificate of completion.

Resident Name: _____

Resident Signature: _____

Date: _____