

**Policy/Procedure: DUH Durham Campus Only: Pharmacy Residency Program:
Resident Leave of Absence Policy**

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Applicability:

- | | |
|---|---|
| ☐ Ambulatory Surgery Center Arrington | ☐ Duke University Hospital (DUH) (both campuses) |
| ☐ Davis Ambulatory Surgery Center (DASC) | ☒ Durham Campus Only |
| ☐ Duke Health Integrated Practice (DHIP) | ☐ Duke Raleigh Campus Only |
| ☐ Duke Health Technology Services (DHTS) | ☐ Patient Revenue Management Organization (PRMO) |
| ☐ Duke HomeCare & Hospice (DHCH) | ☐ Population Health Management Office (PHMO) |
| ☐ Duke Primary Care (DPC) | |
| ☐ Duke Regional Hospital (DRH) | |

Purpose: Outline expectations and procedure for extended leave of absence for residents with a 12 month contractual agreement.

Policy Statement: Pharmacy Residents may request a leave of absence in compliance with the Leave of Absence Policies as outlined on the Duke Human Resources (HR) Web Site.

Level:

- ☐ **Interdependent** - asterisked [*] items require an order from a health care practitioner licensed to prescribe medical therapy.
- ☒ **Independent** – no provider order required.

Personnel: Residency Program Director (RPD), Coordinator, Director of Residency Programs, Human Resources Department

Patient Population: N/A

Competencies/Skills: N/A

Required Resources: N/A

Definitions: N/A

Procedure:

- A. Residents needing extended time away from their residency program should direct questions to their RPD and/or the Human Resources Department. Types of leave of absence at Duke University Hospital include Family Medical Leave Act (FMLA), personal leave and military leave.

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- B. Residents must meet the eligibility requirements and timelines for a leave of absence as outlined on the Duke HR website (<https://hr.duke.edu/policies/time-away/leaves-absence>)
- C. Residents are allowed up to 30 days of paid time off (PTO) without needing to extend the program, if they have met all of the requirements listed in the Residency Completion and Graduation Policy. Program extension beyond June 30th will be considered if more than 30 days away is requested (either via FMLA or Leave of Absence) and the cumulative time away has not exceeded 40 days.
- D. The resident will work with the RPD, Coordinator, and Director of Residency Programs to determine if a request for program extension is approved and that Duke can accommodate the resident upon return to the residency program. The decision to extend or withdraw from the residency program will be made by this group. Historical performance and ability to reach threshold of greater than 75% objectives designated as achieved for residency (ACHR) by the end of the year will be used to assist in the leave of absence decision and ability to return and successfully complete the year of training. If the decision is made to continue, it may be necessary to extend the residency beyond the allotted 12 months to ensure that the resident completes the 12 month minimum requirement (excluding normal vacation/professional leave) and all necessary residency requirements for completion as specified in the Duke Residency Completion and Graduation Policy. The maximum program extension is 8 weeks and must be completed by September 1st. (Note: if medical leave is requested, a medical document is required per Duke policy and must contain the date the medical condition began and the probable duration of the condition.) DUHS Paid Time Off policy will be followed, pay related to time off or leave of absence shall be handled in alignment with DUHS PTO and Leave of Absence policy.
- D. Final extension decision will be made in consultation with RPD, Coordinator, and Director of Residency Programs.

Exceptions

None

References

[DUH Durham Campus Only: Pharmacy Residency Program: Residency Completion and Graduation](#)
[DUHS Paid Time Off Policy](#)

Appendices

None