

## VA St. Louis Health Care System Leave Policy

Pharmacy Residents are allowed annual leave (vacation), sick leave, authorized leave (professional travel or absences), and Federal Holidays as outlined below.

Annual Leave (AL) (Vacation): The pharmacy resident accrues 4 hours of annual leave per pay period (**13 days** per annum). These should be coordinated with the Residency Program Director and approved by the individual who will be the preceptor on the rotation during which the vacation is to occur. Once approved by the preceptor and the Residency Program Director, the request can be process through the VA VISTA computer system for final approval by the Director of Pharmacy. Requests for approval should be made well in advance (generally at least 2 weeks in advance). Time off for all residents at the end of residency training period can not be guaranteed.

Sick Leave (AL) (Sick-time): The pharmacy resident accrues 4 hours of sick time per pay period (**13 days** per annum). In the event of an acute illness, the resident should contact his/her current preceptor by phone or pager as soon as possible to discuss the situation. ***Email notification is not considered adequate notification.*** Resident may be required to provide written documentation by healthcare professional of acute illness. The preceptor should notify the residency program director and Associate Chief, Clinical Pharmacy Services of the resident's absence. The resident is responsible for completing the process with appropriate documentation in the VA VISTA computer system when they return to work.

Authorized Absence (AA) (Professional leave): The resident may be allowed time to attend professional meetings (ASHP, MPRC required) or seminars for professional development directly related to their residency program. This must be approved by the rotation preceptor and the residency program director. Advance notice is generally required.

Off-site rotations are also considered professional leave because you would not be providing services at the VA. Requests for off-site rotations should first be coordinated with the Residency Program Director and then approved by the Director of Pharmacy. These requests should be submitted well in advance of the desired rotation period.

AA must also be approved by the Director of Pharmacy and entered in the VA VISTA computer system.

Federal Holidays: Residents will be awarded ten paid federal holidays throughout the year, including – July Fourth, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas Day, New Years Day, Martin Luther King Day, Presidents Day, and Memorial Day. If residency obligations require work on a Holiday, alternative arrangements or compensation will be considered on a case-by-case basis.



Family Medical Leave Act (FMLA): Residents are entitled to pre-approved, unpaid leave for FMLA per national policy.

The duration of the residency program may be subject to extension in cases of extended leave or leave without pay (including FMLA). Individual instances will be considered on a case-by-case basis in conjunction with VA St. Louis Health Care System Human Resources, VA National Residency Program Office, and the Office of Academic Affiliations. Considerations and review may influence availability of extension of duration of program, and/or status of resident if extended duration provided (i.e., with or without pay).

### **Health and Life Insurance**

Health and Life Insurance policies are available through human resources on a cost sharing basis.

