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**Owner:** Linda Thomas  
**Policy Area:** SMH Pharmacy Residencies  
**References:**  
**Applicability:** University of Rochester - Strong Memorial Hospital

## Leave of Absence Policy

### Policy

The Pharmacy Department adopts the leave of absence policy set forth by the University of Rochester Medical Center. The policy can be found at: <https://www.urmc.rochester.edu/MediaLibraries/URMCMedia/pharmacy/residency/documents/Leave-of-Absence.pdf>

### Scope

This policy applies to all PGY1 and PGY2 pharmacy residents of the Department of Pharmacy Services at The University of Rochester Medical Center, doing business as Strong Memorial Hospital.

### Implementation

The implementation of this policy is the responsibility of the program director, director of pharmacy, pharmacy administrator and the resident requiring the leave of absence. A leave of absence, which is defined as an excused absence without pay, is a privilege that may be granted to residents at the discretion of the program director. If a resident is requesting a leave, it is his/her responsibility to discuss this request with the program director. Every attempt will be made to have the reason for the resident's request for leave to remain confidential with the program director (the coordinator will be included at the program director's discretion). The program director and/or coordinator will work with the pharmacy administrator to notify Leave Administration. A resident on leave is assured of their position at the conclusion of the leave. The resident must periodically keep the program apprised of his/her plans. The program director will determine the amount of training time that is required to be made up due to the leave. Should the resident be required to make up all or part of a leave, he/she will continue to be paid by the program at the same salary level commensurate with the appointment and job description. Additional information about time off from rotations can be found in this policy: [Requirements for Residency Program Completion](#)

In general, any absence which is 90 days or less will qualify for make-up time. In the event of extenuating circumstances where a resident requires extended time off beyond 90 days, pending circumstances, arrangements may be made to extend the residency program to allow the resident to complete the 12 month program requirement. If such an extension is not feasible, the resident will be dismissed from the program.

Additional details surrounding the specifics of these policies can be found here:

Paid Family Leave (PFL): <http://www.rochester.edu/working/hr/policies/pdfpolicies/267.pdf>

Sick Leave Plan and Short-Term Disability: <http://www.rochester.edu/working/hr/policies/pdfpolicies/339.pdf>

Family Leave Medical Act: <http://www.rochester.edu/working/hr/policies/pdfpolicies/358.pdf>

## Attachments

No Attachments

## Approval Signatures

Step Description	Approver	Date
Pharmacy Administrator	Travis Dick	11/9/2020
Policy Owner	Linda Thomas	11/5/2020

## Applicability

University of Rochester - Strong Memorial Hospital

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