



Origination	6/9/2023	Owner	Shannon Rotolo
Last Approved	2/17/2025	Policy Area	SMH Pharmacy Residencies
Effective	2/17/2025	Applicability	University of Rochester - Strong Memorial Hospital
Last Revised	2/17/2025		
Next Review	2/17/2027		

Time Away from Pharmacy Residency Programs

Policy

This policy is intended to clearly define time away from Pharmacy Residency Training Programs to align with institutional and ASHP-accreditation standards.

Background

The Pharmacy Residency Training Programs adhere to University policies and procedures around time away from work. A complete list of Human Resources policies can be found at the following: <https://www.rochester.edu/human-resources/hr-policies/#time-away>

- A pharmacy department attendance policy supplements University policy at: <https://urmc-smh.policystat.com/policy/12880579/latest>
- In the case of an Unscheduled Absence (as defined in the policy referenced above) is the responsibility of the pharmacy resident to inform their current preceptor and RPD.
- If the Unscheduled Absence will result in a missed staffing shift, the procedure outlined in the pharmacy department attendance policy should also be followed.

ASHP Residency Accreditation Standards state the following:

2.2.a. - Time away from the residency program does not exceed a combined total of the greater of (a) 37 days per 52-week training period, or (b) the minimum number of days allowed by applicable federal and/or state laws (allotted time), without requiring extension of the program.

2.2.a.1 - Training is extended to make up any absences that exceed the allotted time and extension beyond the allotted time is equivalent in competencies and time missed.

ASHP Guidance for the Standard are as follows:

- For the purposes of the Standard, time away from the program is defined as the total number of days taken for vacation, sick, interview, and personal days; holidays; religious time; jury duty; bereavement leave; military leave; parental leave; leaves of absence; and, extended leave.
- The Standard DOES define the maximum number of days a resident may be away from the program before an extension is required (37 days) to fulfill the 52-week commitment.
- If a resident exceeds 37 days away from the program, in order to fulfill the requirements of the Standard, the program must be extended by the number of days the resident is away from the program in excess of 37. If the organization is not able to extend the residency program, the resident will not be eligible to receive a residency completion certificate.

Time Away from Residency Training

The University of Rochester Residency Programs adhere to the ASHP Accreditation Standards for time away from the residency training program.

In addition to legally approved benefits outlined in Human Resources policy, the University, in accordance with state and federal law, offers the following:

- Seventeen days of vacation that may be taken for personal time. If a resident interviews for a position (e.g., job interview, PGY1 interview, etc.) during residency, vacation time or other approved benefit must be used for those interviews.
- Fifty-six hours of "sick" time as outlined in the pharmacy attendance policy

Residents are expected to work two assigned holidays, but may be allowed to work additional holidays upon approval from the Residency Program Director. University recognized holidays include the following:

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day

*Note, when a legal holiday, which is also a University holiday, falls on Saturday or Sunday, the University

officially observes the holiday on Friday or Monday, respectively.

The Pharmacy Department supports ONE national and ONE regional meeting for all residents in addition to the University at Buffalo Post Graduate Research Forum. A poster or platform may be required at the meeting. Actively attending education sessions at department funded professional meetings is expected. Conference registration and business-related travel expenses will be reimbursed in accordance with the department travel policy (<https://urmc-smh.policystat.com/policy/11785417/latest>). Approved meetings are not counted toward the allotted 37 days away from the residency training program. The following meetings are approved:

Residency Program	Approved Meeting(s)
PGY1 Pharmacy	New York State ACCP ASHP Midyear Clinical Meeting University at Buffalo Post Graduate Research Forum New York State Council of Health-system Pharmacists Annual Assembly
PGY1 Community	New York State ACCP ASHP Midyear Clinical Meeting University at Buffalo Post Graduate Research Forum New York State Council of Health-system Pharmacists Annual Assembly
PGY2 Ambulatory Care	New York State ACCP ASHP Summer Meeting University at Buffalo Post Graduate Research Forum
PGY2 Critical Care	New York State ACCP Society for Critical Care Medicine University at Buffalo Post Graduate Research Forum
PGY2 Emergency Medicine	New York State ACCP ACCP Annual Conference University at Buffalo Post Graduate Research Forum
PGY2 Infectious Diseases	New York State ACCP Making a Difference in Infectious Diseases (MAD-ID) -OR- IDWeek ^S University at Buffalo Post Graduate Research Forum
PGY2 Oncology	New York State ACCP Hematology Oncology Pharmacy Association Annual Meeting University at Buffalo Post Graduate Research Forum
PGY2 Pediatrics	New York State ACCP

	Pediatric Pharmacy Association University at Buffalo Post Graduate Research Forum
PGY2 Specialty Pharmacy Administration and Leadership	New York State ACCP ASHP Summer Meeting University at Buffalo Post Graduate Research Forum

§ Note: Only ONE national meeting will be supported per learner per academic year. For programs with more than one option listed, or in situations where an alternate national meeting not on the list above is requested, this **MUST** be approved by both the Residency Program Director and the Director of Clinical Pharmacy Practice, Research, and Education **prior to registering or attending**.

*Note: Additional local meetings *may* be supported but must be approved by both the Residency Program Director and the Director of Clinical Pharmacy Practice, Research, and Education **prior to registering or attending**.

Extension of Residency Training Program

Residents are expected to keep track of days away from the residency program throughout the year. Days away from the residency program should not exceed 37 days. The University of Rochester will not routinely extend the residency program. For residents that are away from the residency program greater than 37 days, the resident will not be awarded a residency certificate of completion. There may be extenuating circumstances or state and federal laws that may supersede the accreditation standard. In the event of a protected benefit, the Residency Program Director and Director of Clinical Pharmacy Practice, Research, and Education must be notified. The residency program may be extended with current salary and benefits rates in such events if pre-approved by the Director of Clinical Pharmacy Practice, Research, and Education under the advisement of Human Resources.

Approval Signatures

Step Description	Approver	Date
Pharmacy Administrator	Travis Dick	2/17/2025
Policy Owner	Shannon Rotolo	2/14/2025

Applicability

University of Rochester - Strong Memorial Hospital