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

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: ______________________________________________