
**Yale New Haven Health
Department of Pharmacy
Pharmacy Residency Program
Residency Leave of Absence Policy (YNHH, BH)**

Original Date Approved/Date Effective: 11/09

Date Reviewed/Revised: 4/18

Approved by: Residency Advisory Board, Human Resources

- 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. If the leave is foreseeable, 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 Americans with Disabilities Act (ADA).

- V. A resident may be dismissed from the program if he/she is unable to complete the residency program requirements in a reasonable amount of time due to an extended leave of absence or failure to make up missed time. The decision is made by the Residency Program Director in collaboration with Human Resources and the Director of Pharmacy.

Resident Name: _____

Resident Signature: _____

Date: _____