

## PAID Residents: Time and Leave

1. Paid residents are paid indirectly for services provided to Bay Pines VA Healthcare System. USF, Largo Medical Center, Northside Hospital, St. Petersburg General Hospital and Bayfront Medical Center pay their residents. Bay Pines VAHCS is billed quarterly for residents' services. Bay Pines VAHCS reimburses these facilities for services rendered.
2. VA requires paid residents to:
  - a. Inform Education Service of commitments during period of service rotation here at Bay Pines VAHCS
  - b. **Complete monthly pre-calendars and post-calendars** for every month you rotate through Bay Pines VAHCS. These should be signed by the resident (post-calendars are also signed by your Education Coordinator and Preceptor); submitted to your Service Coordinator and Education Service **on the first day of the month and then corrected post-calendars on the last day of the rotation month** in order for VA to appropriately reimburse your facility for your time.
3. VA uses a five (5) day, 40 hour week as basis for determining payment.
  - a. The expected tour of duty for a resident is eight (8) hours a day for any five of the seven days comprising a week.
    - i. If you take call at any other facility and then take the next day off as "post call," that is considered a "non-pay" day.
    - ii. If you leave Bay Pines VAHCS to work at a non-Bay Pines VA clinic for half day, we can only pay you for time spent at Bay Pines for half-day.
  - b. Pre-printed monthly calendars are available on this website for your convenience.
  - c. With the exception of vacation/sick leave, VA will reimburse your facility only for the time you are here on station. Educational details are allowed, if pre-approved by your Preceptor, to attend off-station training and/or conferences.
  - d. **Vacation leave:** You need to discuss any vacation time you will be requesting with your preceptor at the beginning of your rotation. Be sure to annotate your vacation leave on your pre-calendar that you submit at the beginning of your rotation. If your vacation falls at the beginning of your rotation, it is your responsibility to notify your preceptor and Education Service by faxing your pre-calendar to **727-319-1260**. Because this is a clinical training environment and your time with us is limited, vacation leave should be pre-approved by your preceptor.
  - e. **Sick leave:** Please call your Education Service Coordinator and/or preceptor if you are ill and will not be coming to work. This needs to also be annotated on your calendar so that when you hand in your post-calendar for the month, it will be correct.
4. A sample calendar is attached. VA needs to know when you are at Bay Pines VAHCS but also needs to know where you are if you are not at Bay Pines VAHCS during your rotation with us in order to certify and pay your salary to your Residency Program. If you have any questions concerning this process, please do not hesitate to call your Education Service Coordinator or the Medical Education Coordinator, Anna Marie Ray at 727-398-9533.

# S A M P L E

July 2007

Complete a calendar at the beginning of each month you are working at Bay Pines VAHCS and submit it to Education (11B). Keep a copy and revise it at the end of each month; Complete and sign the bottom then have your Coordinator and Preceptor both sign it. Then fax it to Education, (11B) at 727-319-1260.

Please include the **Dates/Times/Locations** in the appropriate boxes below. **SEND TO: 516/11B**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 BP 8 – 4:30 pm	3 BP 8 – 4:30 pm	4 Holiday	5 BP 8 – 4:30 pm BP Surgery On-Call	6 BP Post Call -day off-	7
P	P	P	P	P	P	P
8	9 BP 8 – 4:30 pm	10 Sick Leave	11 Grand Rounds USF	12 BP 8 – 4:30 pm	13 BP 8 – 4:30 pm	14
P	P	S	D	P	P	P
15	16 VACATION	17 VACATION	18 Grand Rounds USF	19 BP 8 – 12 noon TGH Clinic 1 – 5 pm	20 BP 8 – 4:30 pm	21
P	V	V	D	H	P	P
22	23 BP 8 – 4:30 pm TGH - Surgery On-call	24 TGH Post call -day off-	25 Grand Rounds USF	26 BP 8 – 4:30 pm	27 BP 8 – 4:30 pm	28
P	P	U	D	P	P	P
29	30 Educational Conference (approved by	31 Educational Conference Preceptor)		<b>CODES use by Education Service Coordinator for Timekeeping purposes:</b> P – Paid D – Educational Detail U – Unpaid S – Sick Leave V – Vacation Leave H – ½ Paid day		
P	D	D				

Name of Resident: Dr. John W. Smith PGY Level: PGY3 School Affiliation: USF  
 Rotation Service: Surgery Service Pager #: 813-974-1234 Email Address: John.Smith3@health.usf.edu

**To be completed at the end of the month:**

Resident Signature/Date: John W. Smith Preceptor Signature/Date: Dr. Mary L. White

Coordinator Signature/Date: Helen Brown