



**DEPARTMENT OF VETERANS AFFAIRS
NEW YORK HARBOR
HEALTHCARE SYSTEM**

HEALTHCARE SYSTEM POLICY NO: 05 - 06
SUBJECT: ANNUAL LEAVE - RESIDENTS
DATE: August 1, 2007

1. PURPOSE

To prescribe the policy and procedures at the VA New York Harbor Healthcare System for the administration of annual leave for medical and allied health professional residents receiving VA stipends through the establishment of an annual leave pool.

2. POLICY

The granting of annual leave shall be a matter of administrative discretion as to when and in what amount it may be authorized. Annual leave for residents in integrated training programs will be equivalent to annual leave granted by the index medical center as described in MP-5, Part II, Chapter 7 & VHA Supplements, and M-8, Chapters 1 & 5. Request for annual leave shall be acted upon as it relates to patient care and with due regard to the preferences of individual employees.

3. RESPONSIBILITIES

a. SERVICE CHIEFS are responsible for:

1. Maintaining records and control systems necessary for proper administration of leave for residents.
2. Ensuring that strict daily records are kept showing accumulated balances, amounts used and for what purposes.
3. Ensuring that supervisors are trained in leave administration and that residents are informed of proper leave approving procedures.
4. Ensuring that residents do not exceed their individual authorized leave limitation.
5. Maintaining contact with the appropriate index hospital personnel in order to document and verify leave used by the resident while he/she is rotating through the index hospital.

b. RESIDENTS are responsible for:

1. Scheduling all leave in a timely manner to the satisfaction of their supervisor.
2. Notifying supervisor of any leave taken when rotating at index Medical Centers.

- c. ACOS/EDUCATION is responsible for assuring that this center's policy maintains comparability with our index hospital and overseeing the activities of the service chiefs in adhering to this policy.
- d. PERSONNEL OFFICER is responsible for interpreting leave policy regulations for operating officials.

4. GENERAL

- a. LEAVE YEAR - A leave year begins on the first day of the resident's contract agreement (the first full bi-weekly pay period in a calendar year) and ends the day before the first full biweekly pay period in the following calendar year.
- b. ANNUAL LEAVE ACCRUAL FOR RESIDENTS IS AS FOLLOWS:

Medical Residents in Medical School Integrated Programs	28 days (inclusive of weekends)
Dental Residents	28 days (inclusive of weekends)
Optometry Residents.....	15 days
Podiatry Residents	15 days

- c. CHARGES ANNUAL LEAVE

- (1) The charge of annual leave for residents is one (1) calendar day regardless of the amount of hours taken for that day.
- (2) All administrative non-duty days, which fall wholly within a period of approved annual leave, shall be charged to annual leave.

- d. ADVANCED ANNUAL LEAVE

- (1) The Director may advance annual leave proportionate to expected service, not to exceed the amount of yearly earning rate. The amount of advanced leave will not exceed that which can be earned during the remainder of the residents training period. Leave advanced which has not been earned by resident at the time of separation from VA rolls will require an appropriate reduction for the value thereof in the final salary payment.
- (2) If Fiscal Service is unable to withhold the appropriate amount from the final salary check for any reason, the value of the excess annual leave taken by a resident will become a debt owed by that person to the United States and will be processed for collection.

- e. LUMP SUM PAYMENT – With the establishment of a resident leave pool, no lump sum payment for unused annual leave will be issued upon separation of the medical resident. The Dental, Optometry and Podiatry residents are

excluded from the resident leave pool and will receive a lump sum payment for any unused annual leave.

- f. All unused Annual Leave for Medical residents will go back into the Resident Leave Pool.
- g. Upon separation, the applicable Service and Fiscal Service will have reviewed residents leave records, rotation schedules, and related materials to the satisfaction of VA management.

5. REFERENCES

VA HANDBOOK 5011, PART III, CHAPTER 3

6. RESCISSION

Healthcare System Policy No. 05-6, dated July 2003

7. EXPIRATION DATE

August 2010

A handwritten signature in blue ink, appearing to read "John J. Donnellan Jr.", written in a cursive style.

JOHN J. DONNELLAN JR.
Director

Distribution:
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ALL RESIDENTS