

Radiologic Associates of Fredericksburg, Ltd.

Policies and Procedures Physician PTO for Medical Reasons

Created: May 25, 2023

Updated: January 8, 2024

Approved: CEO

Objective:

Radiologic Associates of Fredericksburg (RAF) and related entities (hereafter referred to as "The Practice") care about its Physicians and realize that there are times when a physician is unable to perform some or all of their duties due to an illness. This policy establishes a process for notifying the Physician Director (PD) and Physician Director of Scheduling (PDS) so that arrangements for covering that Physicians shift can be made and allocating the use of PTO for the day(s) the Physician is unable to work due to a medical reason.

Background:

Physicians are provided PTO each year to use for vacations or medical reasons as part of their employment with The Practice. When a physician is out due to a medical reason and unable to perform some or all of their duties, PTO is used for the time the physician is out due to a medical reason.

The Process:

When a Physician out due to a medical reason and unable to perform some or all of their duties, the physician will follow these steps:

1. Contact the RAF President or their PD and PDS to notify them of their inability to perform some or all of their duties. If their PD, RAF President or PDS is unavailable then they should inform the RAF CEO or manager of physician support services.
2. The PD and/or PDS will plan to address the shift(s) the Physician is unable to work.
3. The PDS will make any adjustments to the physician's PTO schedule and notify the physician of changes based on the use of a PTO for medical reasons.
4. When calculating the accessible PTO, RAF covers the initial 5 days of sick leave. Subsequently, the physician's "free days" will be utilized, followed by the utilization of the physician's remaining PTO.
5. If the physician cannot fulfill their weekend or holiday shifts, the PDS will

coordinate coverage. After returning to work, the physician has a 60-calendar-day window to arrange a trade with the individual who covered their weekend/holiday shift. Failure to make a trade within this timeframe will result in a forced sale and the physician will be charged at the prevailing weekend or holiday rate.

6. If the Physician does not have sufficient PTO to use when for a medical reason, the Physician can either not be paid for the day(s) or request to borrow PTO from the upcoming year by submitting a request to the PDS or RAF President. Board approval may be needed to borrow PTO from the upcoming year.
7. If a Physician borrows PTO from the upcoming year but leaves employment with the Practice before earning those borrowed days, the Practice will withhold the value of those days from the Physician's final paycheck.
8. If the Physician does not have sufficient compensation in their final paycheck to pay back the PTO or leaves the Practice without notice, the Physician will be required to submit reimbursement to the Practice for any advance PTO.
9. The PDS notifies the Manager of Provider Support Services (MPSS) that the physician will be using PTO, either paid or unpaid, for medical reason.
10. The MPSS updates a tracking spreadsheet indicating the physician and date(s) the physician is out due to a medical reason and using PTO for pay.