



LOMA LINDA UNIVERSITY
HEALTH

Please be informed of the following:

1. All leave requests are reviewed on a first-come, first served basis on Medhub. For interview, sick, and any leave of absences **must** be e-mailed to Anes Admin at anes.admin@llu.edu. Failure to do so will be deducted on your vacation week on Medhub.
2. GME policy dictates a vacation is 5-days (Monday-Friday). This **must** be submitted on Medhub with detailed notes as needed. Residents receive 4 weeks (20 days) of vacation time. ***Roll overs are not permitted.***
3. Vacations **must** be submitted 30 days in advance on Medhub for approval. If you are on VA Chronic Pain, this will need to be 60 days in advance.
4. The department will not grant an additional day off during the holiday month of your vacation. If a weekend free of duty is also included in the vacation period.
5. CA- 2's should keep fellowship interview timelines in mind when requesting vacations. Please communicate accordingly.
6. If you are presenting at a meeting or serving as a delegate, the day(s) off do not count towards your vacation or meeting time. Communication **must** be made to the administrative staff.
7. Only 4 residents/fellows will be allowed out of the main OR at one time. Main OR Call pools includes: MOR, Peds, Hearts, OB, ECOR, EC Regional, Neuro, Outlying, and PACU. Residents may **not** take more than 1 week off per month and rotation. Only 1 resident will be approved from (subspecialty) OB, Cardiac, and Peds at a time.
8. Only 1 resident is allowed to take vacation off at a time when on VA-OR and VA-Reg. (VA-Reg. is part of VA-OR pool). If 1 resident is on VA-OR and 1 on VA-CP during the same week, that is ok. Residents cannot take time off during the last 2 weeks of December if on VA-OR and VA-Reg. Vacation is not permitted in December if on VA rotation and cancellation of approved vacation during VA rotations will not be approved.
9. Residents cannot be off during the first week when starting PACE block rotation
10. Residents are not allowed to take vacations in July.
11. Vacations are not allowed on SICU, CTICU, Acute Pain, PACU, or East Campus Regional.
12. Residents will not be allowed to take vacation during the scheduled In-Training Exam in February (January 30 – February 14). This is subject to change depending on when In-Training Exam take place. There will be **NO EXCEPTIONS.**