



## Paid Time Off (PTO) Tip Sheet

Starting July 1, 2022, all LLUH Resident and Fellows will move into a new Paid Time Off (PTO) system which combines vacation and sick leave accruals into a single PTO bank. This change will create more flexibility and allow residents/fellows to access time-off and use it in a way that best suits their needs. A significant enhancement includes the option to receive cash payouts of unused PTO time\* at the end of the academic year. Our aim in implementing PTO is to provide greater support to our residents/fellows and their families, enhance our overall benefit package and offer an opportunity to encourage work-life balance.

### How does PTO work?

- Paid Time Off (PTO) is available for vacation, personal illness, caring for a family member, supplementing medical or parental leave, and other purposes (Ref: policy GMEC-21, effective 7/1/22).
- Residents/Fellows will receive 240 hours (30 Monday-Friday days) of PTO for each program year.
- Each program director will determine whether time away from training will need to be made up in order to comply with California licensing or individual specialty board requirements.
- Up to one week (5 days) of emergency sick leave is also available for emergency use only if all six weeks of PTO have been exhausted during the academic year and the resident/fellow has a verifiable emergent need.
- As we transition to PTO, residents may keep up to ten unused sick days from the previous year (AY 2021-2022) in a “legacy sick leave” bank. The legacy sick leave may only be used during AY 22-23 under the terms of the current sick leave policy and is not eligible for roll-over or cash-out.

### Use and Scheduling of PTO:

- The use of PTO for vacations or other scheduled time off requires advance request and approval following individual program policy.
- PTO involving time off at affiliate institutions must be arranged on a timely basis and the affiliate institution faculty and staff must also be notified in advance.
- Vacations are generally not allowed during the first or last month of the training program unless approved in advance by the Program Director and GME Office.
- Residents/Fellows may reference or view their own PTO balances in MedHub under the “Absence/Vacation Request Forms” section. MedHub will continue to show time off as ‘vacation’ or ‘sick days’ for display purposes only.

### PTO Cash Out:

- To maintain wellness, Residents/Fellows should plan to use the full amount of PTO provided each year.
- \* In the event that paid time off cannot be fully used in the academic year that it was made available, up to ten (10) unused PTO days will be paid out at the end of the academic year or will be included in the final paycheck if the resident/fellow terminates employment.

For additional PTO information, please reference policy GMEC-21 on the LLUH One Portal. Contact the GME Office [gmeo@llu.edu](mailto:gmeo@llu.edu) if you have questions.

