



## Using MedHub for Time Off Requests for Clinical Psychology Interns and Postdoctoral Neuropsychology/Clinical Psychology Fellows

*For Gen Child, Acute Care, Peds CL, & H&B interns, you all have submitted your requests prior to the start of your internship but if there are additional requests/changes, start with the process below. As you are aware, we'll need to seek approval from the appropriate bodies for those rotating on 4W inpatient, ABC, and the Peds CL service.*

Before submitting your request, please be reminded of the following:

- Please submit time off requests no later than 2 weeks before requested time off. The sooner the better!
- Sick Days – taking more than 3 sick days in a row requires a doctor's note for the 4<sup>th</sup> day onward
- For Fellows only: Doctor's appointments – as salaried trainees, these do not require official "time-off" but still require approval from your supervisors. The expectation is that you complete the tasks assigned to you for that day.
- Time off requests can be denied and are up to the discretion of the supervisor's assessment of the needs of patients/clinics/etc.
- Medical Emergency – requires a doctor's note, medical leave is a separate process.

### Interns

- 15 vacation days
- 12 sick days
- 8 educational days

### Fellows:

- 24 vacation days
- 12 sick days

**\*Reminder\*** *Vacation days do not carry over to the next training year. Sick time does carry over (only in Fellowship). Unused vacation and sick time are not paid out—use it or lose it.*

### Steps to request time off

**Step 1:** Send an email to your supervisor requesting your time off. This includes vacation days and educational days for conferences, etc. Ensure approval is documented. For interns, please communicate to your elective supervisors these requests as well to coordinate patient care effectively.

**Step 2:** Once approved, please email Dr. Patricia Walshaw or Dr. Talin Babikian (appropriate program director) with approval from supervisor and copy [SemelCPTP@mednet.ucla.edu](mailto:SemelCPTP@mednet.ucla.edu)

**Step 3:** Log time off requests on MedHub – Log into medhub using your SSO

<https://ucla.medhub.com/index.mh>

Following instructions here: [Requesting an Absence by Trainees \(medhub.com\)](#)