



Riverside University Health System – Medical Center  
 Department of Surgery  
 26520 Cactus Avenue  
 Moreno Valley, CA 92555  
 Phone: (951) 486-4175  
 Fax: (951) 486-4180

**Department of Surgery**

Afshin M Molkara, MD FACS  
 Chair, Dept. of Surgery  
 Chief, Vascular Surgery  
 Program Director

Daniel Ludi, MD FACS  
 Vice Chair, Dept of Surgery  
 Director of Trauma Services  
 General Surgery  
 Trauma Surgery

Arnold Tabuenca, MD FACS  
 Medical Director/CMO  
 Associate Program Director  
 General and Thoracic Surgery  
 Trauma Surgery

Carlos Balarezo, MD FACS  
 Chair, Tumor Board  
 General Surgery  
 Trauma Surgery

Henry Nguyen, MD FACS  
 Director of Skills Lab  
 General and Colorectal Surgery  
 Laparoscopic Surgery  
 Trauma Surgery

John Agapian, MD FACS  
 Director of Surgical ICU  
 General and Critical Care  
 Trauma Surgery

Aron Depew, MD  
 Director of Student Clerkship  
 General Surgery  
 Surgical Critical Care  
 Trauma Surgery

Naveen Solomon, MD  
 Surgical Oncology

**Division of Vascular Surgery**

Afshin M Molkara, MD FACS  
 Chair, Department of Surgery  
 Chief, Vascular Surgery

Theodor Teruya, MD FACS  
 Vascular& Endovascular Surgery

Christian Bianchi, MD FACS  
 Vascular& Endovascular Surgery

Jason Chiriano, MD FACS  
 Vascular& Endovascular Surgery

**Staff**

Janelle Munoz  
 Secretary

Andrea Harold  
 Office Assistant

Celina Heredia  
 Residency Program Coordinator

TO: Program Director  
 Program Coordinators

FROM: Afshin Molkara, MD  
 Chairman and Program Director, Department of Surgery  
 RUHS – MC

DATE: June 8, 2016

SUBJECT: Resident Time-off While on Surgery Rotation at RUHS

Beginning July 1, 2016 the following guidelines will be implemented regarding resident time-off request while on rotation in the Department of Surgery at RUHS:

1. Residents on service for 1 month or 1 block will only be granted 3 days and a weekend for vacation/conference/leave etc.. This time must be taken in one consecutive 3 day and a weekend block
2. Residents on service for 2 consecutive months or 2 consecutive blocks will be granted 5 days and a weekend for vacation/conference/leave etc.. This time must be taken in one block of 5 days and a weekend
3. Requests for time-off must be submitted to the Department of Surgery Office no later than 30 days prior to the beginning of the month in which leave is requested.
4. **Residents may no longer trade shifts or days off after the schedule is published, unless for an extenuating circumstance and will be determined on a case-by-case basis by the Director of Student Clerkship.**
5. Residents calling off sick must notify the following: Program coordinator, fellow team member and Surgery Department Office (951-486-4175)

Time off / leaves are not approved for the following:

1. June – last 2 weeks: except for residents who are advancing to other programs
2. July – first 2 weeks
3. January – 3 weeks immediately preceding the in-training exam
4. No vacation is allowed for PGY 1 residents on the PM Acute Care rotation
5. No vacation allowed during SOAP week. Only preliminary residents will be allowed time off

The above policies are consistent with the General Surgery Residency program at RUHS. Should you have any questions, please do not hesitate to contact me.

Thank you,

Afshin Molkara, MD FACS  
 Associate Professor of Surgery  
 Program Director of Surgery Residency  
 Riverside University Health System

Chair, Department of Surgery  
 Chief, Vascular and Endovascular Surgery

Associate Residency Program Director  
 Loma Linda University School of Medicine