

UCLA Family Medicine Research Unit Newsletter

December 2025

The BIG MOVE: Update Your Mailing Address

As our department transitions to the new CHS location, please cancel all unwanted mail subscriptions and ensure your mailing address is updated for any continued subscriptions. Items may be routed to your **home address** or to our **new CHS mailing address**:

New CHS Mailing Address

UCLA Department of Family Medicine
10833 Le Conte Ave., 50-080 CHS
Los Angeles, CA 90095
Mail Code: **168318**
Admin Code: **155000**

Goodbye Oppy, Hello CHS

As we finalize our transition to CHS, we kindly ask all teams prepare to vacate their Oppenheimer offices by winter break. When we return in 2026, we will be returning to CHS, not to Oppenheimer.

What You Need to Do:

- Take home all personal items
- Purge unneeded materials—storage at CHS is very limited
- Box and label all items that will be moved to CHS. Please label the boxes clearly using your PI/team/program name, e.g: “CBAM – CHS” or “Tarn – CHS.” Small teams will be assigned a single drawer, large teams will have a single file cabinet. We need items to be boxed and clearly labeled so that we can determine how many and which cabinets to bring over to CHS.

We will handle the removal/relocation of all furniture, phones, and computer peripherals (monitors, keyboards, etc.)



Winter Holiday Schedule

Dec 24, 2025 – Jan 2, 2026

As we approach the upcoming winter curtailment period, please review the designated holidays and available leave options:

Paid University Holidays

- December 24 & 25, 2025
- December 31, 2025
- January 1, 2026

Non-Paid Curtailment Days

- December 26, 29, 30, 2025
- January 2, 2026

Employees have several options to cover the four non-paid days:

- **Vacation Usage:** Eligible employees may use vacation time even if not yet fully accrued.
- **New Employees:** Newly hired policy-covered staff may use vacation accruals prior to reaching six continuous months on pay status.
- **Compensatory Time:** Employees with available comp time may apply it to cover the four curtailment days, or use it to reduce vacation usage.
- **Leave Without Pay:** Employees who prefer not to use vacation or comp time may request LWOP for those days, subject to dept approval.



March 2026: UCLA Health will replace HBS TimeSuite/Web Clock with Ultimate Kronos Group (UKG) to improve payroll and timekeeping system. More info to come.

OCGA Winter Closure

The Office of Contract and Grant Administration (OCGA) is closed during winter break (starting 5pm on Dec 23, 2025, reopening at 8am on Jan 5, 2026). Please note that in the weeks immediately prior to curtailment, OCGA usually has an increased volume of proposal submissions and other transaction requests. Please be advised of the following deadlines to ensure review prior to the winter closure:

- Proposals with submission deadlines between Dec 23rd and Jan 5th must be submitted to OCGA by Dec 16 to ensure submission.
- All other transactions should be submitted by Dec 17



START Conference

On December 5th, Dr. Micah E. Johnson's Scientific Training in Addiction Research Techniques (START) Program brought 40 scholars from more than 30 universities to present their final START projects. Their research ranged from trauma and sleep studies to brain mechanisms and math achievement, showcasing how early-career scientists are using rigorous methods to answer real-world questions about health, development, and behavior.



After the research presentations, we held a private conversation for about 30 young people currently incarcerated at Camp Afflerbaugh or formerly incarcerated from the Boyle Heights Arts Conservatory. A panel of three scientists, one rapper, and one businessman discussed their shared experiences with incarceration, adversity, and trauma, and then Dr. Johnson shared a live segment from *On Sight*. Later that evening more than 100 community members, activists, artists, scientists, mental health professionals, and students gathered in Lani Hall for the Los Angeles premiere of *On Sight*, a live comedy special and SAG-AFTRA film created by Dr. Johnson.



Travel Approval Reminder

Before booking any travel (for guests and employees), advance approval is **required**.

How to Request Travel Approval

1. Complete the [Travel Pre-Approval Request Form](#). Please bookmark this link for future use.
2. Your request will be routed to for review and approval by the Dept Chair. You will receive a response within 1–7 business days confirming the status of your request.
3. If approved, you will receive a **Travel Letter of Approval** via email.
4. Be sure to **attach the approval letter** to any purchase requests (e.g. for airfare, registration, hotel) and to your Travel Reimbursement Request after travel is completed.

The department is working on a similar form to obtain prior approval for event hosting (food, beverages, etc.). Until that new form is released, please continue to email Laura Sheehan with the justification, funding source, and estimated costs to obtain approval.



UCLA Family Medicine Holiday Party

Thursday, December 11, 2025 @ 5 PM

Santa Monica Brew Works: 1920 Colorado Ave C, Santa Monica, CA 90404

Attendance limited to those who RSVP'd prior to the deadline.

