



LOMA LINDA
UNIVERSITY
MEDICAL CENTER

LOMA LINDA UNIVERSITY MEDICAL CENTER

GUIDELINES

CATEGORY: GENERAL MANAGEMENT
SUBJECT: SABBATH ENVIRONMENT

CODE: A-17
EFFECTIVE: 09/2018
REPLACES: 05/2016
PAGE: 1 of 5

Section 1: Foundational Principles

Loma Linda University Health (LLUH) is a Christian, Seventh-day Adventist academic health sciences institution. A fundamental belief of the Seventh-day Adventist faith is the biblical Sabbath, celebrated from sundown Friday to sundown Saturday. God created the Sabbath and gave it to us as a gracious gift; a time for personal rest, worship, and for ministry and service. “Thus the heavens and the earth were completed in all their vast array. By the seventh day God had finished the work he had been doing; so on the seventh day he rested from all his work. Then God blessed the seventh day and made it holy, because on it he rested from all the work of creating that he had done” (Genesis 2:1–3, NIV).

Sabbath rest symbolizes and promotes the vision of wholeness and healing that lies at the foundation of LLUH. The Sabbath symbolizes the essential union of God and humanity as the goal of creation and the restoration of this union through the healing that salvation brings. The Sabbath miracles of Jesus underscore the contribution of the Sabbath experience in restoring human beings to the wholeness for which they were created. It provides a wonderful opportunity for life at its best, for the fulfillment of all our faculties—physical, mental, social and spiritual. Viewed from this perspective, the weekly Sabbath experience is a welcome gift—providing both a symbol of fullness of life which God intends for us and an important contribution to the realization of that fullness.

The purpose of formulating various Sabbath policies is to promote and provide for the realization of the Sabbath experience in the various entities of LLUH. Sabbath observance at a health sciences university and a health system calls for attention to the Sabbath ideal and the principles that lie behind it. The Sabbath experience invites all participants to “remember the Sabbath” in their plans for the week. A Sabbath experience is one that restores and refreshes us and provides for life at its best for all who are connected to LLUH. When possible, activities should be engaged in on other days of the week so the Sabbath can provide an experience of complete renewal.

Section 2: Organization-wide Principles

LLUH seeks to create an environment of inclusion for all faith heritages—a place that is God’s common ground, living and operating by a set of well-articulated values. With the goal of facilitating meaningful encounters with God through the Sabbath hours, this policy provides principles for Sabbath observance. Understanding that different entities and individuals on campus will have different needs,

all LLUH core entities will adopt a Sabbath policy that incorporates the principles outlined in this document. LLUH celebrates Sabbath as a special day of rest, worship, and renewal.

A: PRINCIPLES

1. LLUMC shall provide orientation for all students, faculty, employees, physicians, and outside contractors about the importance and meaning of the Sabbath and each person's role in preserving this special day of rest. LLUMC respects the freedom of conscience of all its employees and encourages them to seek God's guidance in honoring the Sabbath as a day of rest. All who work and study here are invited to make the Sabbath a celebration of joy by:
 - 1.1 Worshiping God individually and collectively
 - 1.2 Serving those who are in need
 - 1.3 Spending quality time with family and friends
 - 1.4 Celebrating the power of God through enjoyment of all creation
 - 1.5 Leading in a way that supports Sabbath rest for reporting employees (e.g., refrain from requesting employees to do non-essential work as is outlined in this policy)
 - 1.6 Providing necessary work that is in harmony with Jesus' healing ministry (medical procedures will be postponed to other days unless doing so compromises patient well-being)
 - 1.7 Presenting educational and inspirational material that is grounded in LLUMC's commitment to spirituality and its mission, vision and values
 - 1.8 Respecting personal conscience while seeking to honor the Sabbath as a day of rest
 - a. Provide documentation to students, staff, employees, and faculty needing release from regional and professional commission/board/committee activities during the Sabbath hours
 - b. No one will require or coerce another person to present on Sabbath

B: APPLICATIONS

1. During the Sabbath hours, LLUMC will create an atmosphere that celebrates this day with approaches such as:
 - 1.1 Providing opportunities for worship and spiritual nurture

CATEGORY: GENERAL MANAGEMENT

CODE: A-17

SUBJECT: SABBATH ENVIRONMENT

PAGE: 3 of 5

- 1.2 Mutually respecting the personal Sabbath convictions of others (e.g., in supervisory contexts)
- 1.3 Providing meals that are special in the cafeterias
- 1.4 Playing sacred music in public spaces and on phone lines
- 1.5 Encouraging students, faculty, employees, and physicians to connect with patients and each other to explore spiritual needs when workloads are light
2. In keeping with the intent of Sabbath rest, the following will be performed during times *other* than the Sabbath:
 - 2.1 LLUMC-required online education
 - 2.2 Classroom/online instruction and orientation
 - 2.3 Research and professional activities that can be performed during non-Sabbath hours
 - 2.4 Building and construction projects
 - 2.5 Routine cleaning in non-patient care and non-public areas
 - 2.6 Routine grounds-keeping
 - 2.7 Routine requests for medical records
 - 2.8 Routine use of support services (e.g., human resources, billing, finance, educational support systems)
 - 2.9 Routine maintenance and non-patient care services (e.g., engineering services, facilities management)
 - 2.10 Non-essential meetings
 - 2.11 Planned computer system maintenance and installations
 - 2.12 Interviews for employment
 - 2.13 LLUMC-sponsored and/or funded events when content is not in keeping with Sabbath sacredness or grounded in LLUH's commitment to spirituality and its mission, vision and values

- 2.14 Events solely for the purpose of promoting LLUMC
- 2.15 Set-up, take-down, and other preparations for secular events
- 2.16 Scheduled, non-urgent clinical activities, surgeries and procedures
- 2.17 Office work (onsite or VPN) on projects that can just as effectively be performed on another day
- 2.18 Operation of income-generating businesses (e.g., LLUMC gift shop) aside from hospital cafeterias and healthcare
- 2.19 Attendance and presentation at conferences when content is not in keeping with Sabbath sacredness or grounded in LLUMC's commitment to spirituality and its mission, vision and values

Section 3: Entity-specific Applications

- A. During Sabbath hours, LLUMC (hospitals and clinics) will create an atmosphere that celebrates this day by:
 - 1. Providing opportunities for patients to participate in worship via televised services
 - 2. Encouraging each department to find ways to enhance the Sabbath experience
- B. Weekend Staffing Guidelines:
 - 1. LLUMC strives to respect the diverse religious traditions of our employees while upholding the faith of the organization that owns and operates LLUMC.
 - 2. In keeping with the plan designed by our Creator, LLUMC supports its staff in keeping a weekly day of worship and rest. However, understanding the needs of healthcare, many departments must operate 24/7. The following guidelines are to be used by leaders/designees when planning weekend schedules.
 - 2.1 Time off for Sabbath rest and worship will be made available to employees in an equitable manner within each department, with the same consideration given to those who worship on other days of the week.
 - 2.2 Department leaders are to follow the policy for their area regarding weekend scheduling. However, employees are encouraged to work with their department management to explore alternate scheduling arrangements.

CATEGORY: GENERAL MANAGEMENT

CODE: A-17

SUBJECT: SABBATH ENVIRONMENT

PAGE: 5 of 5

- 2.3 Employees requesting religious holidays off will be accommodated in an equitable manner. When there are competing requests for the same holiday, approval will be granted based on departmental policies for staffing and scheduling.
- 2.4 Requests for time off must be in compliance with policies regarding paid leave and sick leave (reference Policies [Paid Leave and Sick Leave \(K-13\)](#) and [Paid Leave - Maximum Consecutive Allowance \(K-14\)](#)).

APPROVERS: Hospital Executive Leadership, LLUMC Board, LLUMC Chief Executive Officer