

# RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER

Occupational Therapy and Recreation Therapy Department



RANCHO LOS AMIGOS  
NATIONAL REHABILITATION CENTER

## POLICY AND PROCEDURE

<b>SUBJECT: OBSERVANCE OF WORK SCHEDULE AND WORK HOURS</b>	<b>Policy No.:</b> <b>Revised:</b> <b>Supersedes:</b> <b>Page:</b>	<b>208</b> <b>April 2022</b> <b>January 2020</b> <b>Page 1 of 2</b>
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### PURPOSE:

To have staff recognize the importance of observing work schedule and work hours and the consequences of excessive tardiness and absenteeism on service delivery.

### BACKGROUND:

The hours of operation for occupational therapy are from 7:00 a.m. to 5:30 p.m. The department provides services Monday through Sunday, including holidays, with "Call-Back" services provided on Sundays. Recreation Therapists have a varied schedule depending on the needs and availability of the patients they serve.

### POLICY:

1. Although some absences are unavoidable, employees are expected to meet the County standard of no more than one unscheduled absence a month (exceptions are made for prolonged illness and other documented medical problems).
  - a. Medical certification may be requested at the discretion of the supervisor.
  - b. Absences, even though not excessive, may be deemed unacceptable if any employee demonstrates a pattern of unscheduled absences on days before or after weekends and holidays.
2. In the event of an unscheduled absence (e.g., sudden illness), the employee must call in within 30 minutes of the start of his/her normal work shift and report the absence to his/her immediate supervisor.
3. Employees are required to be at their scheduled work locations at the start and at the end of their shift. More than two (2) occasions of tardiness per pay period and/or early unscheduled departures will be considered excessive and may subject the employee to disciplinary measures.
4. Timing and length of lunch breaks are determined by the demands of each occupational therapy treatment area and should be uniform for all personnel assigned to that section. One of two patterns are acceptable:
  - a. One-half hour lunch period with a 15-minute break in the morning and a 15 minute break in the afternoon.
  - b. One-hour lunch period without either morning or afternoon breaks.

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5. If an employee is leaving work before completing an 8-hour day, he/she are expected to notify the OT Clinical Manager or RT Supervisor of any request for approval with the appropriate request form completed. The OT Clinical Manager or RT Supervisor will then determine if the time off can be granted, depending on the needs of the area.
6. Emergency requests for time off will be handled on a case by case basis.

### **PROCEDURE FOR REPORTING UNSCHEDULED ABSENCES:**

1. The employee is to call his/her manager or supervisor within 30 minutes of the employee's start time of his/her normal work shift and report the delay or absence. It is the employee's responsibility to call in. Calls will not be accepted from anyone on behalf of the employee except in those cases where the employee is incapacitated and unable to call in.
2. Each occupational therapy area will have an alternate system for reporting if the manager is unavailable. If the Recreation Therapy supervisor is not available, the Director is notified.
3. In addition to reporting the unscheduled absence, the employee is to review with the supervisor work responsibility on his/her schedule for the day and any meetings to be canceled or people to be notified.
4. It is the manager/supervisor's responsibility to arrange for coverage of all necessary work.
5. The employee is expected to contact the manager or designee daily while out ill unless an acceptable certification has been provided stating that the absence will continue for an extended period.