

**LOS ANGELES GENERAL MEDICAL CENTER
DEPARTMENT OF NURSING SERVICES POLICY**

Subject: TIME SCHEDULES	Original Issue Date: 8/91	Policy # 504
	Supersedes: 09/20	Effective Date: 09/23
Departments Consulted:	Reviewed & Approved by: Professional Practice Committee Nurse Executive Committee	Approved by: (signature on file) Nancy Blake Chief Nursing Officer

PURPOSE

To provide the guidelines utilized in the Los Angeles General Medical Center for scheduling time, requesting time off, and alternate work schedules in the computerized scheduling system.

POLICY

The Nursing Department time scheduling is based on periods of a four-week schedule. Scheduling is consistent with personnel practices, Memorandum of Understanding (MOU) application, and County Code. The Department of Nursing and Human Resources Staffing Policies include the following considerations:

- A registered nurse (RN) will be assigned to each unit and each shift
- The nurse manager/designee is accountable for adhering to the approved staffing pattern.

General Time Scheduling

- Scheduling is based on periods of a four-week schedule.
- When scheduling time, staff must be distributed and balanced over all shifts to meet work demands and patient care needs.
- The workweek for the Department of Nursing is Sunday through Saturday.
- Vacation relief must be provided from within the unit or clinic staff.
- The nurse manager or the Area Nursing Office staff publishes the time schedule in the computerized scheduling system (if applicable, the schedule may be printed).
- All staff has individual access to the computerized scheduling system.
- Time schedules need to be published fourteen (14) days before the beginning of the work period.

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- Except in emergencies, 14-day notice will be provided for all schedule changes once the schedule is published.
- When requesting time off, employees must submit the request through the computerized scheduling system to his/her immediate supervisor two weeks prior to the publishing of the time schedule. The Request for Time Off will be approved or denied in the computerized scheduling system.
- Requests for time off, after schedule has been published, will be submitted using “Request After Schedule Publishing” to the nurse manager/supervisors. The request may be granted based upon patient care needs.
- Scheduled days off must be included in each week based on the employee’s self-schedule request in the computerized scheduling system. Every effort will be made to avoid isolated workdays (Self-schedule is only available for staff working in a 24-hour operation facility).
- Two regularly scheduled days off must be included in each week for staff with schedules working in a department outside of a 24-hour operation facility.
- Other than RNs, all categories of personnel may not work more than five (5) days without a day off. Special requests to work more days may be approved if the staff does not exceed 96 hours overtime in any month.
- No staff may work more than 16 hours in a 24-hour time period.
- Staff working in a 24-hour facility will have one major holiday off.
 - **Major holidays:** Thanksgiving, Christmas, or New Years.
- Requests for leaves of absence must be submitted in the computerized scheduling system.

Alternate Work Scheduling

Alternate work schedules (e.g., 4/40, 9/80, 12 hour) are approved by the Chief Nursing Officer.

Fair Labor Standards Act (FLSA) start date/time is consistent from week to week.

- Scheduling patterns must be consistent. Examples of patterns are:
 - Four 10-hour shifts per week (4/40)
 - Two-week schedule of eight 9- hour shifts and one 8-hour shift (9/80)
 - Two 12-hour shifts and two 8-hour shifts per week
 - Three 12-hour shifts per week and one 12-hour 13th shift per schedule.
- Workweek must account for 40 hours.

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Time worked over 40 hours must have prior approval by nurse manager or designee and is paid overtime (OP), unless accrued overtime (e.g., OA) has been approved by the Chief Nursing Officer/designee.

- Alternate work schedules must revert to 5/40 with:
 - Jury Duty
 - Suspension
 - Long Term Sick (greater than 30 days)
 - Industrial Accidents with lost time
 - Percentage sick time
 - Vacation time

The FLSA start day will remain the same as previous; however, the hours per day will be 8 hours.

REFERENCE

Los Angeles General Medical Center Policy #500 – Office of Human Resources
United States Department of Labor: The Fair Labor Standards Act (FLSA)
DHS Policy #610 Time Reporting
DHS Policy # 751 Attendance

REVISION DATES

1992, 1993, 1995, 1996, 1997, 05/98, 02/05, 09/08, 2/16, 9/20, 09/23