



Martin Luther King, Jr.
OUTPATIENT CENTER

POLICY AND PROCEDURE

DIVISION: ADMINISTRATION	NUMBER: 04-033
SUBJECT: WORKING HOURS, WORK WEEK AND HOLIDAYS	
SECTION: HUMAN RESOURCES	PAGE: 1 OF: 3
REVIEWED BY: HR ADMINISTRATOR, POLICY & PROCEDURE COMMITTEE AND ADMINISTRATION	EFFECTIVE DATE: 11/01/07
TO BE PERFORMED BY: ALL WORKFORCE MEMBERS	REVIEWED DATE: REVISED DATE: 01/2016

PURPOSE

To define the official workday, work week and holidays.

POLICY

Normal working hours, work week and holidays are defined by Title 6, Chapter 6.12 of the L.A. County Code, applicable provisions of negotiated memorandum of understanding, the governing Board of Supervisors, and applicable provisions of law.

PROCEDURE:

Working Hours:

Eight hours shall constitute a work day for all persons employed by the County unless otherwise provided by the department rules adopted by the Board of Supervisors, by specific orders of the Board of Supervisors, or by Title 6 of the L.A. County Code.

1. Rest Periods:

All persons in County service who are performing continuous, routine, repetitive tasks other than mechanics and those engaged in manual labor, shall be entitled to mid-morning and mid-afternoon rest periods of 15 minutes each, respectively. {L.A. County Code 6.12.010(b)}

Rest periods should be approximately midway through each half of the workday. As the intent of a rest period is to provide a workforce member with a break at a mid-point during each half of the workday from the repetitive work being performed, these two (2) fifteen (15) minute rest periods shall not be combined nor accumulated and attached to the starting and/or ending time of the workday in an attempt to abbreviate the normal working hours or compensate for a deviation from the established work shift. Staff on 12-hour work shifts are allowed three (3) fifteen (15) minute rest periods to be taken at the mid-points of each third of the workday.

However, Department management shall ensure that the scheduling and taking of rest periods shall not interfere with essential workload coverage nor adversely affect the ability of the facility/organization to accomplish its mission. In those exceptional circumstances where it is not feasible to regularly schedule rest periods at the mid-point during each half of the workday, alternate rest period arrangements shall be established.

2. Meal Periods:

A minimum thirty (30) minute meal period is allowed, exclusive of paid working hours, to all staff who work an assigned shift of six (6) hours or more. For example, a shift that begins at 7:00 a.m. and concludes at 3:30 p.m., permits a thirty (30) minute meal break within the 8-hours of scheduled working time.

Work Week:

For purposes of determining overtime pursuant to the provisions of the Fair Labor Standards Act, the workweek will commence on Sunday, and conclude on Saturday of each week.

All persons employed by the County shall work on a five-day-per-week basis, except where it is found that a five-day workweek is either impracticable or does not meet the needs of the service, a full-time employee may be authorized to work on a 40-hour-week basis in more/or less than five (5) days. Such change in the number of workdays shall not alter the basis for, nor entitlement to, receive the same rights and privileges as provided all other conventional five-day, 40-hour employees. *{L.A. County Code 6.12.020 A (1)}*

County employees assigned to Southwest Area facilities which are required to operate on a seven-day-week basis may work a maximum of 40, 44 or 48 hours in less than five, five and one-half, or six working days of the seven-day week, but without time off for overtime by reason thereof. The number of workdays shall not alter the basis for, nor entitlement to receive, the same rights and privileges as provided to all employees who work a conventional five-day, 40 hour schedule. *{L.A. County Code 6.12.020 A (4)}*

Holidays:

New Year's Day	January 1 st
Dr. Martin Luther King, Jr's Birthday	Third Monday in January
President's Day	Third Monday in February
Cesar Chavez Day	Third Monday in March
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	November 11 th
Thanksgiving Day	Fourth Thursday in November
Friday after Thanksgiving	Fourth Friday in November
Christmas	December 25 th

If January 1st, July 4th, November 11th or December 25th fall upon a Saturday, the preceding Friday is a holiday.
 If January 1st, July 4th, November 11th or December 25th fall upon a Sunday, the following Monday is a holiday.

AUTHORITY: Los Angeles County Code, Title 6, Chapter 6.12

NOTED AND APPROVED:

Cynthia M. Oliver, Chief Executive Officer

Date

Ellen Rothman, M.D., Chief Medical Director

Date

Lessie Barber, RN, Nursing Director

Date

Signature(s) on File.