



**RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER
FINANCE DEPARTMENT POLICY & PROCEDURE**

SUBJECT: **OFFICIAL HOURS OF OPERATION**

Policy No: **101.13**

Revision No.: **2**

Revision Date: **February 2000**

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I. **PURPOSE:**

To establish operating hours for the Finance Department.

II. **POLICY:**

Office hours shall be 8:00 a.m. to 5:00 p.m., Monday through Friday.

Staff shall be assigned to adequately cover the medical center during the official hours of operation.

This will not preclude use of alternative work schedules which result in shifts starting before 8:00 a.m. and/or ending after 5:00 p.m.

CROSS REFERENCE: DHS Policy #302 and RLANRC Policy #A122

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

EFFECTIVE DATE: January 1, 1982

Reviewed: April 2003

Reviewed: July 2004

Reviewed: November 2005

APPROVED BY: