



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

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SUBJECT: **OVERTIME**

Policy No: **101.18**  
Revision No.: **1**  
Revision Date: **March 1999**  
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**POLICY:**

All overtime worked requires prior written approval by completing the Overtime Authorization form. Only in cases of emergency may managers assign overtime without appropriate prior approval and in these cases, approval shall be obtained as soon as possible after the overtime is worked.

NOTE: Emergency situations for purposes of this section shall be defined as unforeseeable workload requirements directly related to patient care or the health and welfare of the citizens of Los Angeles County, the completion of which necessitates overtime and non-completion of which would negatively impact patient care or endanger the citizens of Los Angeles County.

Determination of emergent situations will be made by the following:

Chief Financial Officer  
Controller  
Revenue Director

See RLANRC Policy A224 (reference to guidelines).

CROSS REFERENCE: RLANRC policy A224  
County Code, Memoranda of Understanding,  
Fair Labor Standards Act (FLSA).

EFFECTIVE DATE: January 1, 1981

Reviewed: April 2003  
Reviewed: July 2004  
Reviewed: November 2005

APPROVED BY: