



RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER
Occupational Therapy and Recreation Therapy Department

POLICY AND PROCEDURE

SUBJECT: WEEKEND (SATURDAY/SUNDAY & HOLIDAY TREATMENT FOR OCCUPATIONAL THERAPY	Policy No.: Revised: Supersedes: Page:	203 July 2017 January 2016 1 of 3
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PURPOSE:

To outline plan for provision of occupational and recreation therapy services on the weekend and holidays.

POLICY:

Direct patient care staff is expected to work designated Saturdays/Sundays/holidays based on a pre-published schedule. All county holidays will be staffed.

PROCEDURE:

1. All occupational therapy staff will work a designated number of Saturdays or Sundays dependent on staffing in a six (6) month period and 2-3 Holidays per year. If an employee cannot work on a weekend or Holiday for religious reasons, he/she will be scheduled to work on a Saturday or Sunday or other Holiday as an alternative to allow observance of religious day in question.
All recreation therapy staff are required to work 2 Saturdays or Sundays per month and 1 Holiday per year. If an employee can not work on a weekend or Holiday for religious reasons, he/she will be scheduled to work on a Saturday or Sunday or other Holiday as an alternative to allow observance of a religious day.
2. The Clinical Manager or designee is responsible for forwarding a completed Saturday/Sunday/Holiday work schedule to the OT/RT Office Manager or designee for posting on the Department's Master Calendar. Staffing must meet the following requirements:
 - a. Since the Occupational Therapist (OT) assigned to the patient is ultimately responsible for the patient's care, the Clinical Manager or designee considers the complexity of the caseload in establishing assignments in order to assure that care will be provided by personnel who are competent in providing the care required.
 - b. The Clinical Manager or designee assures that an entry level* OT or entry level* Occupational Therapist Assistant (OTA) receives close supervision. (Close supervision refers to supervision being available at the work site. "Work site" means within the same building and on the same floor.)

*Entry level relates to performance rather than time in the job. Refer to

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"Occupational Therapy Roles", pp. 1087-1099, AJOT, December, 1993.

3. On weeks that staff are scheduled to work on Saturday, they must change their regular day off (RDO) to another day in the week **prior** to the Saturday. Staff assigned to work Sunday instead of Saturday will take an RDO during the following week.
 - a. Staff submits a "Change in Work Schedule Request" (Attachment A) to the Clinical Manager or designee for approval at least two (2) weeks before the Saturday to be worked.
 - b. A copy of the request is sent to the OT/RT Office Manager or designee to post the employee's RDO on the Department's Master Calendar.
 - c. When completing the timecard for their Saturday work week, staff is to indicate the RDO on their timecard by placing an X on the scheduled day off.
 - d. Staff working on Sunday "Call-Back" status will be paid overtime for the call in to come in to work
4. Staff is responsible for arranging patient coverage on the day they take off in lieu of Saturday or Sunday work.
5. The Clinical Manager or designee is responsible for determining the patient care workload for Saturdays with the goal of assuring that all patients receive the required amount and quality of treatment as that of any other day (for staff "Call-back" on a Sunday will come in only to perform Evaluations). Where priorities must be established, they are as follows:
 - a. Evaluation of new admissions.
 - b. All patients who may have not met required therapy hours for full reimbursement.
 - c. Post-operative treatment.
 - d. Treatment of regular caseload as planned by the area.
6. Due to the hardship it places on other employees, staff planning vacations should plan around their assigned Saturday dates or arrange to trade with another staff member with the prior approval of the Manager. It is the ultimate responsibility of the Clinical Manager or designee to see that coverage is arranged for the area on Saturdays/holidays as on other days. If a staff member trades a Saturday/Sunday or

Holiday, a "Change in Work Schedule Request" (attachment A) must be submitted to the supervisor two weeks in advance for approval.

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7. Sunday Work will be determined by a rotation as per the MOU Call-Back. A quarterly rotation will be established. If an employee cannot work on a Sunday Holiday for religious reasons, he/she will be scheduled to work on a Saturday or Holiday to allow observance of religious day.

Director, Occupational Therapy and Recreation Therapy Department

Signature(s) On file

RANCHO LOS AMIGOS REHABILITATION CENTER
 OCCUPATIONAL THERAPY & RECREATION THERAPY DEPARTMENT

CHANGE IN WORK, HOLIDAY, OR SATURDAY SCHEDULE REQUEST

Week of: _____ Treatment Area: _____

Employee Name: _____ Employee No.: _____

CHANGE IN WORK WEEK SCHEDULE

I have been asked to work an eight (8) hour day on Saturday and to take another day off during the week. I have willingly agreed with this schedule change

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Date:							
Work Schedule							

(Enter X to indicate prescheduled regular day off for this week only)

Submitted by: _____ Date: _____

Approved by: _____ Date: _____

CHANGE IN HOLIDAY/SATURDAY SCHEDULE

Change Holiday Saturday from: _____ To: _____

Switching with: _____

Submitted by: _____ Date: _____

Approved by: _____ Date: _____