

**OLIVE VIEW-UCLA MEDICAL CENTER/HEALTH CENTERS  
REVENUE MANAGEMENT  
POLICY & PROCEDURE**

**NUMBER: 590  
VERSION: 1**

**SUBJECT/TITLE:** 4/40 WORK SCHEDULE

**POLICY:** This outline of the 4/40 Work Schedule Rules and Regulations has been designed for better understanding of the program. Adherence to the Rules and Regulations will affect the success and implementation of this program. The program must be approved by Personnel and the Administrative Liaison prior to implementation. This program may be changed or discontinued due to staffing needs, patient care needs or budget.

**PURPOSE:**

1. To expand Supervisor daily coverage.
2. Improve morale and encourage teamwork.
3. To reduce cost of commuting to and from work.
4. To enhance productivity.
5. To allow for a consistent schedule for employees to reduce unscheduled overtime and unscheduled absences.

**DEPARTMENTS:** REVENUE MANAGEMENT

**DEFINITIONS:**

Employees on this schedule work 10 hours per day, four days a week. Operations can be covered by rotating the third day off among employees in the work unit.

Leave benefits for 4/40 employees are used on the basis of a 10-hours day. For example, if an employee is sick on a workday, he/she must use 10 hours of sick leave to cover the absence.

Timecards for employees on 4/40 work schedules should be identified to alert payroll staff to special processing which may be required

Any time off, e.g., Personal Sick, Sick, Vacation, can be reported in ten (10) hour increments or as many hours as needed to complete ten (10) hours.

The following factors will have to be considered when time off is requested.

- a. Personal Sick is 96 hours per year.

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- b. Holiday Time-Off will be coded as eight (8) hours “H” and combination of time, i.e. Personal, Overtime accrued, Holiday, Vacation (except AWOP) to equal the ten hours. For Example 8H2V.
- c. Holidays worked will be coded as eight (8) hours Holiday Time Worked in the Reason code column on the Time card and 10 hours in the Hours Worked Column.
- d. Bereavement Time allows an employee twenty four (24) hours they may use. If the employee needs three days they can use six (6) hours of Personal Sick Overtime accrued, vacation, etc. to complete the time requested.
- e. Jury Duty reverts to regular workweek.
- f. There is no flexibility or modification on hours to be worked per Day or regular day off.

**4/40 WORK WEEK**

10 Hours/4 Days per Week

Days Off coded XXX

If an employee works over 40 hours per week, code actual hours worked.

Employee worked 11 ½ Hours in one day.

Code hours Worked 11.5

Reason Code 1.5 OA (or OP, as appropriate)

If an employee works a Weekend Regular Day Off Overtime, code actual  
As follows:

Who to Call/Chain of Command

Day Shift Employees are required to report unscheduled absences within one (1) hour before the start of their shift to their immediate Supervisor or Second Line Supervisor.

Evening Shift employees are required to call in two (2) hours before the start of their shift to report an Unscheduled Absence to their Supervisor or Second Line

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Supervisor.

Withdrawal from the program may occur for the following reasons:

- a. Extended illness.
  - b. Inability to comply with the program standards or other performance problems. Which affect the employee's ability to remain on the program.
  - c. Excessive Tardiness.
  - d. Unscheduled Absences
1. Before an employee commences participation in the 4/40 Work Schedule, they will be required to complete the attached statement.
  2. Employees, who participate in the 4/40 Work Week, will be Required to use the Time Clock.

References:	
Approved by: Lisa Cruz (Assistant Hospital Administrator)	Date: 12/27/2010
Review Date: 06/27/2019	Revision Date:
Next Review Date: 06/27/2022	
Distribution: Inpatient Financial Services, Patient Access, Patient Access Registration, Revenue Management	
Original Date:	