

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

**NUMBER: 767
VERSION: 2**

SUBJECT/TITLE: TIMEKEEPING/TIME REPORTING PROCEDURES

POLICY: To state the Revenue Management Department's position in Timekeeping/Time Reporting Procedures

PURPOSE: The Los Angeles County Charter, Administrative Code, Civil Service rules, various Ordinances, and Memorandums of Understanding are the basis for the following general policies and procedures on timekeeping/time reporting. This material is intended to define the over-all timekeeping/time reporting regulations, but there will always be some special situations, which require further clarification or inquiry. Employees should consult their supervisors for help when necessary.

DEPARTMENTS: REVENUE MANAGEMENT

DEFINITIONS:

PROCEDURE:

WORKING TIME: A. General Policy:

1. The general policy is that the scheduling of time will be based on two factors: (a) the needs of the service; and (b) the desires of the employee. Whenever possible, time will be scheduled so that both considerations are satisfied. When this is not possible, the needs of the service are the primary consideration.
2. All employees accept employment with the knowledge that they will work any shift, and with the agreement that they will work on any service to which assigned, which may be changed at any time.
3. Request for changes in working hours, shifts or service shall be made in writing to your supervisor, who will forward them through channels to Division Administration for consideration.

B. Notification of Absence:

1. Employees who work on the day shift are to call in within the first hour of their scheduled workday to report their absence. If an employee is scheduled to begin work at 8:00 A.M., he should call in to

report no later than 9:00 A.M.

2. Employees who work in any area that provides 24/7 coverage are to call in at least two hours prior to the start of their work shift to report their absence.
3. It is the employee's responsibility to insure proper, timely notification of all absences. Employees must give prior written notification to their supervisors of the need for any predetermined sick leave/medical treatment that will preclude them from working for any period of time. Employees should not leave message with unauthorized employees or send word by other employees who may not remember to carry out the task. If supervisor is not available, report absence to second line supervisor or upper Management, or designated person.
4. An employee should notify his/her supervisor immediately at the time he/she reports on duty in case of unplanned absence for any remaining portion of the workday.

NOTE: Failure to call in within established time frame could result in being docked pay and/or disciplinary action.

C. Work Week

1. The County Work consists of five working days. It is the Division Head's prerogative to stagger, arrange, and assign work of the Division so that each full time employee shall not normally work more than five calendar days per week, eight hours per day. The division Head may require any person in the Division to temporarily perform service for more than five days per week in extra-ordinary emergencies.
2. Eight hours shall constitute a day's work for all full time employees, unless otherwise provided by specific Board of Supervisors' orders or certain provisions of the salary ordinance.
3. The workweek begins on Sunday and ends on Saturday. An employee who is to work on Saturday must take his regular day off prior to the Saturday he is to work. If an employee works on Sunday, he must take his regular day off after working the Sunday within the same week. Only two regular days off can be taken in one week.
4. Receive work/monthly schedule from supervisor, if applicable.
5. Review schedule and report any concerns to supervisor.

6. Report to work on/or ahead of schedule.

D. Tardiness

1. The Department's tardiness standard is no more than two (2) tardies in a pay period.

EXCEED TARDINESS STANDARD:

- A. If an employee exceeds two tardies in a pay period, it will still be considered excessive tardiness.
2. Tardiness is a failure to appear on time for duty. Regardless of reasons, tardiness causes lost production, reassignment of work, and an extra burden for other employees. Tardiness will be evaluated on an individual basis.
3. Employees on all shifts are expected to be at his/her workstation at the beginning of his/her work shift. Employees are expected to remain on duty until relieved by the oncoming shift or they have received authorization from their supervisor to leave.
4. If an employee is late, he/she should immediately notify his/her supervisor in order to report on duty.
5. If an employee exceeds the departments standard, disciplinary action may be taken.

E. Lunches and Breaks

1. A lunch period of one-half hour is allowed, and not counted as time worked. A lunch period of one-half hour must be taken approximately mid way through a regular 8-½ hour workday. Employees working less than 8 hours must be scheduled to work six hours to take a one-half hour meal period. A lunch period of one hour is allowed if the employee chooses to work a nine-hour shift. Employees requesting an hour lunch period must submit a request in writing.
2. A 15-minute break is allowed in mid-morning, but only after employee has worked for at least one hour. The afternoon 15-minute break should be taken at least one hour before the end of shift. These breaks are required by State Labor Code.

SUBJECT/TITLE: TIMEKEEPING/TIME REPORTING PROCEDURES

Policy Number: 767

Page: 4

3. During rest periods, employee may leave their immediate work location but must remain on Valley Care grounds. Employees are not allowed to take their meal period at their workstations. Rest periods cannot be combined nor accumulated and attached to the meal period or to the starting and ending time of the workday.

All time off must be requested in advance except in cases of acute illness or emergency, in which case proof of the emergency must be submitted.

TIME OFF:

All requests for Personal Sick Leave, scheduled sick time (Medical/Dental appointments), Holiday or Vacation time off must be requested at least 48 hours in advance.

Planned time in excess of one day should be requested at least two weeks in advance, approved by the immediate supervisor and Division Head.

Planned time off for the following year in excess of one week should be requested by November 30th, of each calendar year, approved by the Assistant Division Head

Exception: Employees who work rotating week-ends and holidays must submit their request for time off at least five days prior to the posting of the following month's Duty Schedule. The Duty Schedule is posted on the 15th of the prior month.

1. **Sick Leave**

- a. The Department's standard is no more than one (1) unscheduled (day) of absence per month. This means that eight (8) hours defines one day of unscheduled absence.
- b. May be used for illness, non-emergent medical and dental care, and "Personal-sick". No more than 96 (ninety-six) hours per calendar year of sick leave may be used for any personal reasons. Employee should give supervisor 48 hours notice with no explanation necessary. If less notice is given; supervisor will request verification of emergency. Personal sick leave may not be used in a manner, which interferes with County Department functions.
- c. **Medical Certification** - A Medical Certification may be required for each occasion of illness, medical or dental treatment when Revenue Management Administration has reasonable grounds to believe that excessive use of sick leave time has been made. Failure to submit acceptable verification could result in the employee being coded

Absent Without Pay (AWOP) and subject to disciplinary action, per existing procedures.

- d. Employees who are absent, due to illness, for three or more consecutive working days must provide acceptable medical verification of the illness. Failure to submit acceptable verification could result in the employee being coded Absent Without Pay (AWOP) and subject to disciplinary action, per existing policies.
- e. Supervisors monitor employee for a pattern of unscheduled absences.
- f. Increments - Sick Leave is taken in a 15 minute segments.
- g. If an employee exceeds the standard, disciplinary action may be taken.

2. Vacation Leave

- a. ***Accrual of vacation leave.*** Beginning with the pay period starting on March 1, 1993, each Eligible Employee shall accrue vacation on a pay-period basis. At the beginning of each succeeding pay period, an Eligible Employee shall accrue leave hours based on the employee’s qualifying hours and Vacation Accrual Rate during the preceding pay period. For each qualifying hour in the preceding pay period, a fraction of an hour of vacation leave shall be earned and accrued based on the appropriate Vacation Accrual Rate given in Table 1 below, subject to Vacation Maximum Hours limitation applied each calendar year. The vacation hours that an Eligible Employee may accrue during a calendar year shall be based on the Vacation Maximum Hours given in Table 1 below corresponding to the employee’s Vacation Years of Service. The accumulation of vacation hours towards the calendar-year maximum shall begin each January 1st. When an employee has accrued the maximum number of hours, the employee shall not be entitled to accrue any additional hours until the next January 1st, when accrual starts again. On the anniversary of the date reflecting a change in the Vacation Years of Service as specified in Table 1, a higher accrual rate and additional hours of vacation to which the employee is entitled as a result of the employee’s length of service shall be applied during the remainder of the calendar year.

**Table 1
(Vacation for 40-Hour Employees)**

Vacation Years	Vacation	Maximum
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SUBJECT/TITLE: TIMEKEEPING/TIME REPORTING PROCEDURES

Policy Number: 767

Page: 6

of Service	Accrual Rate	Hours
Less than 4 years	.041	80
4 to less than 9 years	.060	120
9 to less tan 10 years	.064	128
10 to less than 11 years	.068	136
11 to less than 12 years	.072	144
12 to less than 13 years	.076	152
13 years or more	.080	160

- b. Time for taking vacations. Vacations shall be taken at the time authorized by an employee’s department head.

Vacation earned in one pay period is available for use in the next pay period, except that vacation earned during the employee’s first year of service is subject to the restriction in subsection C below.

Vacation hours earned by an Eligible Employee may not be taken off or paid off at separation from service until the employee has completed one year of service, based on the employee’s continuous service date.

Until December 1, 1993, whenever the sum of an employee’s Current and Deferred Vacation exceeds 40 days or 320 hours, that portion in excess of 40 days or 320 hours may be deferred for no more than one year. If at the end of that year, an employee still has Current and Deferred Vacation in excess of 40 days or 320 hours, the employee shall lose that portion in excess of 40 days or 320 hours and be compensated for it at his workday rate or pay in effect on the last day of such year of deferment.

Effective in December 31, 1993 and at the end of each calendar year thereafter, the sum of an employee’s Current and Deferred Vacation may be deferred to the following calendar year. If that sum exceeds 320 hours, the end of the calendar year to which they were deferred must use them. If, at the end of that year, an employee still has Current and Deferred Vacation in excess of 320 hours, the employee’s balance of available vacation hours shall be reduced by the number of hours in excess of 320 hours that were deferred, and the employee shall be compensated for the reduction on an hour-for-hour basis at the employee’s workday rate of any in effect on the last day of the year of deferment.

- c. ***Charging of accrued vacation benefits.*** The accrued vacation benefits

provided herein for any employee shall be reduced by one-half hour for each one-half hour of vacation taken by the employee.

- d. ***Vacation Requests*** - Each employee is responsible for completing the Employee's Request for Time Off, HS59, in duplicate indicating the total number of vacation days and overtime available and their first and second choice.

OVERTIME:

A. Overtime – Definition

- 1. Time spent in the performance of work ordered and approved or authorized by a department head, which is in excess of the number of hours regularly worked in the workweek.
- 2. Work week: A period of seven consecutive calendar days established by the head determination of overtime.

B. Overtime Rules

- 1. Employees must work a full fifteen (15) minutes in order to be paid the premium rate.
- 2. For other than eight (8) hour shifts, employees are entitled to a 15 minute paid rest period for each four hours of scheduled work time.

C. Pay

- 1. Rate of pay or hours worked shall be calculated as provided for by the Fair Labor Standards Act (FLSA).

- a. **Non-Exempt Employees**

The County will pay overtime for all hours worked in excess of forty (40) in one week. "Hours worked" will be calculated as provided for the Fair Labor Standards Act, 29 U.S.C. §201, et seq. Hours worked do not include time for which persons are compensated but do not actually work, including but not limited to, sick leave and vacation pay, with the exception that those hours paid during a work week for a regular County holiday will be counted in calculating hours worked for over time purposes.

The County will pay employees for any overtime worked at a rate of one and one-half (1-1/2) times his/her regular rate of pay. Regular rate of pay shall be calculated as provided for by the Fair Labor Standards Act.

b. **Exempt Employees**

Employees considered to be “Exempt”, as defined by the Fair Labor Standards Act, shall receive compensatory time off at straight time rate for all hours worked after forty (40) hours in one week. Hours worked shall be calculated as provided for by the Fair Labor Standards Act, 29 U.S.C. §201, *et. seq.*

Hours worked do not include time for which persons are compensated but do not actually work, including but limited to, sick leave and vacation pay, with the exception that hours paid during a work week for a regular County holiday will be counted in calculating hours worked for overtime purposes.

Minimum staffing is required for minor holidays. Volunteers will be accepted first. If there are insufficient volunteers, staff will be assigned to work the holiday on a rotating basis.

**HOLIDAY
COVERAGE**

**LEAVE OF
ABSENCE**

A. **Bereavement Leave** - A full time permanent employee is eligible to a maximum of three (3) days absence due to a verified death in the immediate family. The immediate family consists of father, mother, stepfather, stepmother, father-in-law, mother-in-law, brother, sister, husband, wife, child, stepchild, grandfather, grandmother, grandchild, or domestic partner. A “domestic partner” is defined in the Benefits Enrollment Guide as any person who meets **all** of the following criteria:

- Is at least 18 years of age, unmarried and not a blood relative close enough to bar marriage in the state of California
- Lives with you in a mutually exclusive relationship in which you jointly are responsible for each other’s welfare and financial obligations
- Resides with you in the same principal residence and intends to do so indefinitely and
- Is your domestic partner as attested by you through signing a *Declaration of Domestic Partnership?*
- **EXCEPTION:** Employee is eligible to a maximum of five (5) days if they travel at least 500 miles one way, and acceptable verification is provided.

B. **Civil Service Examination** - Any employee shall be allowed time necessary

SUBJECT/TITLE: TIMEKEEPING/TIME REPORTING PROCEDURES

Policy Number: 767

Page: 9

to be absent from work at his regular pay to participate in Civil Service Examinations for positions with any public entity as defined in Section 6.04.080 of the Los Angeles County Code.

- C. **Military Leave** - An employee shall be allowed a military leave of absence with pay in accordance with the applicable provisions of law, including, but not limited to, those contained in the County Charter and the California Military and Veterans Code.

- D. **Jury Duty** - Any employee in a permanent position, who is ordered to serve on a jury shall be allowed the necessary time to be absent from work at his regular pay, provided he deposits any fees received for such jury service with the County Treasurer. Further, upon prior notice from the employee and subject to receipt of a "Certificate of Jury Service" (Jury Form 4), the Department head will convert the employee's usual shift to the department's regular five-day (40 hours per week), Monday through Friday day shift, during the period of time he is subject to reporting to the court for jury duty.

- E. **Witness Leave** –
 - (1) Any full time, permanent employee, who is required to be absent from work by a subpoena properly issued by a court, or an agency or commission legally empowered to subpoena witness, which subpoena compels his presence as a witness, except as a party or as an expert witness, shall be allowed the time necessary to be absent from work at his regular pay to comply with such subpoena, provided he deposits his fees received for such service with the County Treasurer.

 - (2) Any full-time, permanent employee, who is required by Ordinance, Rule, or the Charter to be absent from work to represent himself as an administrative proceeding at which his individual employment or pay status is at issue shall be allowed the time necessary to be absent from work at his regular pay.

"Time necessary to be absent from work" as used in this section, does not include any time during which the employee is "on call" or his presence in a proceeding is not required.

F. Maternity Leave

Any employee on a permanent, full-time position shall be granted a Maternity Leave. No employee shall be allowed to work beyond the end of the eight month of pregnancy, except that the appointment power shall an

employee work for a longer period if she provides written certification from competent medical authority that she is medically able to perform the duties of her position for a specified period with no risk to herself or the County (Civil Service Rule 17.04).

Confirmation of expected date of delivery or other termination of pregnancy is required before a Maternity Leave can be granted.

If a permanent, full-time employee has at least five (5) years of continuous service, she may elect to receive all of part of her unused sick benefits. In order to receive sick benefits, she must submit the following:

1. A "Request for Leave of Absence".
2. A "Certification of Physical Condition" showing the date on which she is disabled due to pregnancy.
3. In order to return to work following termination of pregnancy, the employee must submit a certification signed by her physician showing the date she is physically able to return to work. This certification must be submitted to the Personnel Office.

G. Continuous Absences Due to Illness or Injury:

- (1) Effective October 26, 1979 a person on a continuous absence because of sickness or injury which leave begins in one calendar year and extends into the next calendar year, and who is receiving compensation for sick leave to which he is entitled for the prior calendar year, shall continue to receive compensation for any remaining such sick leave in the next calendar year until such sick leave has been exhausted. Such person shall not be allowed additional sick leave.
- (2) Effective October 26, 1979, in no case shall a person be compensated for sick leave at part pay in any one calendar year in excess of that number of days of part pay based on his length of service, as set forth in the Table of Part-Pay Sick Leave set forth in Section 6.20.040. (Ord. 6222 Ch. 1 Art.11 & 230(6), 1953.)

H. Family and Medical Leave Act of 1993

Any employee who has twelve (12) months of employment with the County and 1,250 hours of work during the twelve months preceding the request for leave may be eligible for a maximum leave of twelve (12) weeks per year.

SUBJECT/TITLE: TIMEKEEPING/TIME REPORTING PROCEDURES

Policy Number: 767

Page: 11

A year for this purpose is the twelve-month period starting with the first day of the Family and Medical Leave Act (FMLA) leave. Leave may be taken on intermittent or part time basis. FMLA is unpaid leave, but the employee may elect to use accrued paid leave to cover part or all of the twelve-week period. The use of paid leave is subject to all the same conditions that normally apply to the use of such time.

Qualifying Reason for FMLA:

- Care of a newborn child or placement of a child with the employee for adoptive or foster care.
- Care of a child, spouse, or parent with a serious health condition.
- An employee’s own serious health condition, which prevents the performance of his or her job.

Management may require medical certification if the need for leave is based on a medical condition affecting the employee or a family member. A second medical opinion, at County expense, can be required if there is doubt about the first opinion. If the second opinion conflicts with the first, a third opinion, again at county expense can be required. The third opinion is binding.

References:	
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