

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

**NUMBER: 537
VERSION: 1**

SUBJECT/TITLE: 9/80 WORK SCHEDULE

POLICY: This outline of the 9/80 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 voluntary pilot program. This program may be changed or discontinued due to staffing needs, patient care needs or budget. Only employees who are not covered by FLSA can participate.

PURPOSE: To expand Supervisor daily coverage.

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

DEPARTMENTS: REVENUE MANAGEMENT

DEFINITIONS:

PROCEDURE:

TIME: Employees on the 9/80 work week, will work nine (9) hours per day for 8 days and 8 hours for one day in a 2 week period, which equals 80 hours. Any time off, e.g., personal sick, sick, vacation, will be reported in nine (9) hour increment, unless it's the scheduled eight (8) hour day.

When a holiday falls during the regular workweek, employees will work straight nine (9) hours days for the rest of the two-week period.

Examples:

CODING OF TIME CARD:	Sufficient number of work hours:							
	1 st week	X	9	H8	9	9	40A	X = 40
	2 nd week	X	9	9	9	9	E4	X = 40

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Time changes in the schedule may occur, (based upon the needs of the department) e.g., holidays unscheduled absences, emergencies.

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

- a. Employees must thin in terms of hours instead of days when using benefits.
Examples: Personal leave allowed is Ninety Six (96) hours.
- b. Vacation time will be coded nine (9) hours vacation, for a full day, or revert back to an 8 hour – 5 day week for vacation of one week or longer.
- c. Accrued holiday time off may be taken in nine (9) hour increments, if this amount of time has been accrued. If less than nine(9) hours of accrued holiday time, code as eight (8) hours F or any combination of time, i.e., personal, overtime accrued, vacation, to equal the nine (9) hours. Reason code column on timecard would reflect H8VI.
- d. Bereavement time allows an employee twenty four (24) hours they may use.
- e. Jury Duty: Eight (8) hours of time is allowed daily for jury duty. When not on jury duty during this week, employee will work and code card according to an eight (8) hour workday. Example: W8
- f. Absences/who to call/chain of command. Employee must report their time off to their immediate supervisor or designated back-up person.

9/80 WORK WEEK

9/80 Work Week

9 Hours a day for 8 days + 1 8 hour day = 80 hours for 2 weeks.

Days off coded X

**TIME CARD
SAMPLES:**

Examples:	S	M	T	W	T	F	S
	X	9	9	9	9	9-50A	X
	X	9	9	9	8	E5	X

If an employee works over 80 hours in 2 weeks, code appropriately.
Example: Employee worked 11 ½ hours in one day.

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Code hours worked 11.5

Reason Code 2.5 OA

Example:	S	M	T	W	T	F	S
	X	W9					
		OA 2.5					

If an employee works a weekend/regular day off overtime, code actual hours worked, example:

Employee worked nine (9) hours on a day off.

Code hours worked 9

Reason Coded or XOA 9

LUNCH AND REST PERIOD:

Lunch period is thirty (30) minutes. Rest periods are taken fifteen (15) minutes in each five (5) hour period.

TERMINATION: FROM PILOT

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.

Reminder: All employees are expected to be at their workstation and ready to start work at the beginning of their work shift.

- d. Unscheduled Absences

REQUIREMENTS:

- 1. Before an employee commences participation in the 9/80 Work Schedule, they will be required to complete the attached statement.

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References:	
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