County of Los Angeles   **Department of Health Services**

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

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NUMBER: 763
VERSION: 1

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SUBJECT/TITLE: **REQUEST FOR TIME OFF/OVERTIME PROCEDURES**

POLICY:

PURPOSE: To ensure that employees adhere to Personnel/Payroll Division policy, County-wide Timekeeping Payroll Personnel System (CWTAPPS), and Federal standards governing and standardizing overtime practice, accrual of vacation and sick leave, and requests for use of time off and/or overtime.

DEPARTMENTS: **REVENUE MANAGEMENT**

DEFINITIONS:

PROCEDURE:
RESPONSIBILITY   ACTION

1. Request one day or less off in advance using Employees Request for Time Off form. (Attachment I)

    A. Request all time off at least 48 hours in advance.

    B. Request vacations or absences of more than one day at least two weeks in advance.

    C. Request time off in excess of one week by November 30th, of each calendar year, approved by the Assistant Division Head.

2. In cases of acute illness or emergency, when Employees can't request time off 48 hours in advance proof of absence must be submitted.

3. Utilize *sick time* in a 15 minute segments in the following manner.

    A. Request time for illness or non-emergent medical or dental treatment.

        NOTE: Employees may utilize up to 96 (ninety-six) hours per year of sick leave as "personal Leave" time.

      B.   Provide supervisor with a doctor's certification for absences, due to illness, for three or more consecutive working days, or when requested.

      C.   Receive clearance from Employee's Health Division for absences of more than 27 days.

4.   Utilize *vacation* time in the following manner.

      A.   Take vacation in the calendar or vacation anniversary year immediately succeeding that in which it is earned.

         NOTE: With prior authorization from the Division Head, vacation time may be deferred for more than one year provided that the current and deferred vacation time does not exceed 320 hours at anyone time.

                 Administrative approval must be obtained for special circumstances in order to retain more than 320 hours of vacation time.

      B.   Complete "Employee Request for Time Off" form. (Attachment I)

      C.   Review back of a pay stub or contact timekeeper to verify vacation time (and other applicable time) available.

      D.   Submit vacation requests within the time frames established by the Section.

      E.   Provide alternate vacation dates in case of Section conflicts.

5.   Work and utilize *overtime* in the following manner.

      A.   Receive request to work overtime from supervisor.

      B.   Work overtime, taking a 15 minute break for every two hours of overtime worked.

         NOTE: If an employee works 8 hours overtime, 30 minutes lunch and two 15 minute breaks is required.

      C.   Code time card appropriately with overtime worked.

      D.   Request the use of accumulated time off at least 48 hours in

1.   Receive request for time off from employee.

2.   Determine timeliness and appropriateness of request based on Unit/Section/Division needs.

3.   Approve request for time off as appropriate.

OVERTIME

1.   Determine need for overtime.

2.   Attempt to anticipate workload impact and potential need for overtime.

3.   Submit request for planned overtime in advance to Section/Division Head. (Attachment II)

   A.   List all employees scheduled to work overtime.

   B.   Indicate complete justification for overtime.

4.   Obtain *prior* approval by telephone from Revenue Manager for emergent overtime.

   NOTE: Determine emergent need based on inability to reschedule or plan work

   A.   After regular work hours, contact Nurse Administrator for emergent Overtime approval.

   B.   Submit emergent overtime request form immediately after working emergent overtime. (Attachment III)

5.   Obtain authorization to work planned overtime in advance from the Department Head.