

University of California, Davis
Health System, Sacramento
Department of Medical Pathology and Laboratory Medicine

SARC SCHEDULING

Administrative Procedure 530.A

PURPOSE:

To establish standardized scheduling procedures which correspond to UC Policies and Procedures and adhere to union contracts.

PROCEDURE:

All Specimen and Report Center (SARC) scheduling will be performed in accordance with the following guidelines:

- A. Responsibility of CPT III Supervisor:
1. Vacations must be requested and approved prior to posting the month involved. Only four (4) SARC staff (three day shift and one off-shift) are allowed a planned leave at any one time (excluding maternity leave and LOA).
 2. To determine overtime scheduling. Overtime will be avoided, but if necessary will be scheduled. All overtime must be approved by the section supervisor.
 3. To post holiday schedule for one year.
 4. To determine, per the departmental Policy and Procedure manual and union contract, when a doctor's excuse may be required.
 5. To notify the appropriate personnel of unusual events. Document all sick leave, etc. in the red book.
 6. On weekends and holidays, there must be a minimum SARC staff of:
 - a. Days: three (3)-lab assistants, three (3) 0500 AM phlebotomists, and two (2) phlebotomists to cover Cypress Patient Service Center on Saturdays and one (1) phlebotomist on Sundays.
 - b. Evenings: 4-lab assistants, (including 1330 staff) with at least one being a CPT II.
 - c. Nights: 4-lab assistants with at least one being a CPT II.
 7. Schedules must be retained for one year.
 8. To provide training for those employees designated "In Training."
 9. To receive in writing/email all vacation, LOA, sick leave, etc., requests for approval.
 10. To notify the employee of granted vacation time, LOA, LWOP, etc.
- B. Responsibility of HCLA's, CPT I, and CPT II's:
1. Each employee is required to read his or her schedule and ask for clarification if there is confusion. If through negligence, an employee takes the "wrong day off" they will be required to take the scheduled day off and will lose 8 hours.
 2. When calling in sick, call in at least one hour prior to the scheduled beginning of his/her shift. Call in directly to the shift supervisor/lead or Core Lab supervisor.

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PROCEDURE HISTORY:

Date	Written Revised By	Revision	Approved Date	Approved By
11/89	G. Cooper	New	11/89	E. Larkin
11/90	G. Cooper	Reviewed	11/90	E. Larkin
11/92	G. Cooper	Reviewed	11/92	E. Larkin
11/94	G. Cooper	Reviewed	11/94	E. Larkin
11/96	D. Wright	Reviewed	11/96	E. Larkin
10/98	T. Roscovich	Reviewed	10/98	E. Larkin
11/99	T. Roscovich	Reviewed	11/99	E. Larkin
10/00	T. Roscovich	Reviewed	10/00	E. Larkin
10/01	T. Roscovich	Revised	10/01	E. Larkin
11/02	T. Roscovich	Reviewed	11/02	E. Larkin
10/03	T. Roscovich	Reviewed	10/03	E. Larkin
10/04	T. Roscovich	Revised	10/04	E. Larkin
10/05	T. Roscovich	Reviewed	10/05	E. Larkin
1/06	T. Roscovich	Revised	1/06	E. Larkin
9/06	T. Roscovich	Reviewed	9/06	E. Larkin
9/07	T. Roscovich	Reviewed	9/07	R. Green
06/08	C. White	Revised	06/08	R. Green
6/09	C. White	Reviewed	6/09	L. Howell
06/10	C. White	Reviewed	6/10	L. Howell
10/10	C. White	Revised	10/10	L. Howell
09/11	T. Roscovich C. White	Revised	09/11	L. Howell
8/14	A. Castaneda	Biennial Review	09/14	