

UW Medicine - Pathology

100-04-01-01

Overtime Policy

Adopted Date: 04/06/11

Revision Date:

PURPOSE

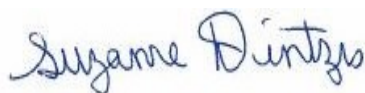
To establish a policy for prior approval of overtime in the Pathology Department.

POLICY

1. All overtime needs to have prior approval from Supervisor, Manager or Director.
2. If a Supervisor, Manager or Director is not readily available, page or call their emergency contact number.
3. If for some reason you can not get hold of any Supervisor, Manger or Director, overtime should only be done if patient care could be adversely affected. This needs to be documented and reviewed with your Supervisor, Manager or Director the following day.

UWMC Pathology Chief of Service:

(Signature and Date)



5/24/13

Suzanne Dintzis, MD, PhD

HMC Pathology Chief of Service:

(Signature and Date)



5/24/13

Stephen Schmechel, MD, PhD

Written by:

(Signature and Date)

Kim Simmons 4/2011

Revised by:

(Signature and Date)