

# Cornerstone Behavioral Healthcare

## PM.10 Work Schedule

### A. Hours

All administrative employees are expected to work an eight-hour day, Monday through Friday, with a half hour lunch break unless other arrangements have been made and authorized by employee's supervisor and approved by CEO or Clinical Director, as needed. Any other breaks need to be approved by employee's supervisor in advance. Breaks are not paid by Cornerstone Behavioral Healthcare (CBH). Employees are to punch in and out for breaks, or document lunch and additional breaks on timesheet/timecard. Any time taken for additional breaks must be made up.

All case managers are expected to work an eight-hour day, Monday through Friday, with a half hour lunch break unless other arrangements have been made and authorized by employee's supervisor and approved by CEO or Clinical Director, as needed. Any other breaks need to be approved by employee's supervisor in advance. Breaks are not paid by CBH. Employees are to document their lunch breaks and any additional breaks on their timesheet/timecard. Any time taken for additional breaks must be made up.

All clinicians shall schedule their work time, taking into consideration the best interest of the clients and families they serve. Schedules shall be approved in writing by employee's supervisor, as needed.

All peer support specialists working at least six hours a day will have a half hour lunch break. Any other breaks need to be approved by employee's supervisor in advance. Breaks are not paid by CBH. Employees are to document their lunch breaks and any additional breaks on their timesheet/timecard. Any time taken for additional breaks must be made up.

### B. Employee Scheduling

Flexible scheduling of work hours may be requested by employees and granted at the discretion of the supervisor. Changes in schedules must take into account the office/program coverage requirements and other needs of the Company and its clients.


### C. Unplanned Absences

It is understandable that emergencies may arise which will cause one to be absent or late for work unexpectedly. It is the employee's responsibility to report their absence via a phone call as outlined below

1. Administrative Staff- Call CEO (or designee) and Supervisor
2. Clinicians- Call Outpatient Program Manager and the office
3. Case Managers- Case Management Program Manager

### D. Weather Related Absences

CBH is committed to provide services during inclement weather. The CEO or designee will determine whether services will be postponed due to weather. If an employee calls out due to weather conditions, they will not be paid, but may request paid leave for such days.

  
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CEO/Clinical Director

4/18/22  
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Date