

## Attendance, Leave Use and Accrual Form-UCSC Firefighters Terms & Conditions for Fire Title Use at UCSC

Firefighters may be assigned to one of two shifts on this campus: the 40-hr series (TC 9808, 9809, & 9810) and the 56-hr series (TC 9801, 9806, & 9807). The 56-hour series is governed by a partial exemption from Federal overtime rules [CFR Code 29, Subpart C, Sec. 553.201-7(k)]. The 40-hr series is FLSA non-exempt. This document outlines the criteria for their assignment and the terms, pay and accrual rates to be used under different shift conditions.

### Criteria for Fire Title Usage

	40-hrs (TC 9808, 9809, 9810)	56-hrs (TC 9801, 9806, 9807)
<b>For new hires</b>	Until certified as fully trained	Not to be used
<b>For non-probationary firefighters</b>	When training activities will comprise more than 20% of work performed during one pay cycle or more (e.g. more than 48 hours in a 27-day cycle)	When training activities comprise less than 20% of work performed during less than a full pay cycle (e.g. less than 48 hours in a 27-day cycle)

### Fire Title Terms and Conditions

	40-hrs (TC 9808, 9809, 9810)	56-hrs (TC 9801, 9806, 9807)
<b>Minimum assignment duration<sup>1</sup></b>	none	1 full 27-day cycle
<b>Eligibility for extra 24-hr fire duty shifts during work period (if non-probationary)</b>	Yes	Yes
<b>FLSA-defined cycle for OT calculation</b>	7 days	27 days
<b>FLSA-mandated time record<sup>2</sup></b>	UCSC Attendance, Leave Use and Accrual Record – Firefighters (SHR-1940/1945) The Excel version can be found at: <a href="http://shr.ucsc.edu/forms/forms/shr-1945.xls">http://shr.ucsc.edu/forms/forms/shr-1945.xls</a>	
<b>Annual hours for hourly calculations</b>	2088	2920
<b>Overtime Base Rate</b>	1 ½ hourly rate for appropriate title and step in 40-hr series	1 ½ hourly rate for appropriate title and step in 56-hr series
<b>Overtime calculations mandated by FLSA</b>	Applied to actual hours worked in a workweek in excess of 40	Applied to actual hours worked in a regular 27-day cycle in excess of 204
<b>Sick Leave Accrual (for 100% appointment)</b>	8 hours per month, proportionate to time worked	12 hours per month (as of 8/1/2005) proportionate to time worked
<b>Vacation Accrual (100% appt)<sup>3</sup></b>	10-16 hrs per month, depending on years of service	14-22 hours per month, depending on years of service
<b>Holidays not worked (100% appt)</b>	8 hours per each holiday in month	11.2 per each holiday in 27-day cycle

<sup>1</sup> The transfer of an incumbent into or out of the 56-hr title cannot be done mid-cycle; e.g. until the incumbent has completed the current 27-day cycle.

<sup>2</sup> Time worked must be recorded on the form assigned to the Fire Department.

<sup>3</sup> If an incumbent from a 56-hr title is assigned temporarily to the 40-hr series for less than one year, the higher vacation accrual maximums (336-528) previously used for the incumbent will remain in effect regardless of an individual's title code. Assignments in 40-hr titles for periods longer than a year will have the maximum accrual reduced to reflect the 40-hr per week nature of the ongoing assignment.

**Attendance, Leave Use & Accrual Record**

UCSC Firefighters Only - see reverse for terms & conditions

Month \_\_\_\_\_ Year \_\_\_\_\_

100% hours this month  
(including holidays) \_\_\_\_\_

Employee Name: \_\_\_\_\_

Shift Assigned this month:  40-hr [FLSA Non-exempt] Dates: \_\_\_\_\_  56-hr [FLSA "7(k)" partial exemption]

Incumbents may not transfer into or out of 56-hr shift assignment in mid-cycle; if assigned to 27-day time cycle during the month, it must be completed in order to record partial 40-hr assignments in same month.

# Hrs Worked Last Month Carried Over \_\_\_\_\_

# Leave Hours (all) Last Month Carried Over \_\_\_\_\_

Hours Worked		Hours on Pay Status (Leaves with Pay)							LDOC
Month	Hours Worked	Vacation	Sick Leave	Other Leave	4806 Leave	Comp Time Off (S)	Comp Time Off (P)	Holiday	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
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21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
31									
<b>Totals</b>									

Overtime Accrual Calculations			
Hours	Straight	Cycle OT	Premium*
Hours			
Factored" Hrs			

\* (hrs X 1.5)

Hours are multiplied by a factor of 0.7142 for payroll

Holiday	
Hours Worked on "Premium" Holiday	
Hours Worked on "Premium" Holiday-"Factored"***	
Holiday Pay Hours Not Worked	
Holiday Pay Hours Not Worked -"Factored"*****	
Total Hours ("Factored")	

	OTS	OTP (Cycle + Comp)	Vacation	Sick Leave	Other	
Balance Forward						Vacation Code: _____
Used						Max Accrual _____
Earned this Month						
Paid this Month (Hrs)						**factored for payroll
Paid this Month (Hrs X .7142)	0.00	0.00				***=Hours/2 X 0.7142
Balance						****=11.2 X # days X 0.7142

Employee Signature/Date: \_\_\_\_\_ Supervisor Approval/Date: \_\_\_\_\_