

**ARIZONA DEPARTMENT OF CORRECTIONS  
DIRECTOR'S OFFICE**

**MEMORANDUM**

**TO:** DISTRIBUTION  
**FROM:** CHARLES L. RYAN  
**DATE:** May 10, 2017  
**SUBJECT:** Director's Instruction # 349, 12-Hour Shift Implementation - Revised

This Director's Instruction is effective immediately and superseded DI 349, dated December 17, 2016. This Director's Instruction will remain in effect until incorporated into [DO 512 Employee Pay, Work Hours, Compensation and Leave](#) and [Department Order 524, Employee Assignments and Staffing](#).

**PURPOSE**

The purpose of 12-hour shift staffing is to respond to critical staffing shortages during peak vacancy periods while maintaining required security functions within prison units. Furthermore, 12-hour shifts serve to mitigate the impact of staff morale thereby mitigating the continued cross leveling of security staff to higher custody facilities to complete essential prison operations.

**12-HOUR SHIFT IMPLEMENTATION PROCESS**

- 1.0 Upon anticipation of a 12-Hour Shift requirement, Regional Directors shall confer with the affected Wardens, Human Services Bureau Classification/Compensation Manager, in advance, to develop plans for implementation; ensuring 12-hour shift payroll training is completed before the implementation date.
- 2.0 Wardens shall circulate the 12-Hour Shift Questionnaire (Attachment B), upon confirmation 12-hour shifts are being deployed within their complex.
  - 2.1 Wardens shall utilize the Questionnaire as an instrument to determine those staff interested in working a 12-hour schedule.
- 3.0 Employees who are electing the 12-hour shift schedule shall be required to remain on the schedule and may opt out with approval of the Warden through a formal memorandum request.
  - 3.1 At the discretion of the Warden, exceptions may be approved when deemed appropriate.
- 4.0 Only Correctional Officer IIs, Correctional Sergeants and Correctional Lieutenants shall be considered for 12-hour shift assignments.
  - 4.1 Wardens shall maintain discretion in the reassignment of an employee from 12-hour shift schedules to 8-hour units with an appropriate two-week notification.
- 5.0 All posts within a unit except Kitchen and Visitation shall operate on a 12-hour shift schedule.
  - 5.1 Wardens may, in consultation with their respective Regional Director, exclude those posts at satellite units that may not be operationally capable of supporting a 12-hour shift. EXAMPLE: Transportation, Work Crew Checker and K9.

**APPROVED SCHEDULES:**

- 1.0 Unless modified by the Division Director of Offender Operations, the approved schedule for 12-hour shifts shall consist of a Wednesday swing day that encompasses two (2) 40-hour work weeks. The following schedule may be utilized for all facilities incorporating a 12-hour schedule.
  - 1.1 Wardens in consultation with their respective Regional Director may elect to vary shift hours based on the needs of the institution.

Shift	Regular Days Off (RDO) with Potential Hours
AM Front*	RDOs Sunday, Monday, Tuesday and every other Wednesday <b>Shift Hours Example: 0600-1800 or 0700-1900</b>
AM Back**	RDOs Thursday, Friday, Saturday and every other (opposite) Wednesday <b>Shift Hours Example: 0600-1800 or 0700-1900</b>
PM Front	RDOs Sunday, Monday, Tuesday and every other Wednesday <b>Shift Hours Example: 1800-0600 or 1900-0700</b>
PM Back	RDOs Thursday, Friday, Saturday and every other (opposite) Wednesday <b>Shift Hours Example: 1800-0600 or 1900-0700</b>
*Majority of RDOs at the beginning of the week.	
**Majority of RDOs at the end of the week	
<b>Note: Shift times may vary by location based on institutional need</b>	

**OVERTIME REPORTING REQUIREMENTS:**

- 1.0 The work week for 12-hour shift participants shall conform to federal Fair Labor Standards Act (FLSA) and Arizona Revised Statute (A.R.S.) 23-392, stipulating overtime occurs after hours worked in an established work week exceed forty (40) hours.
  - 1.1 The established work week for the 12-hour schedule is based on a 40-hour week beginning at (6:00 a.m. or 7:00 a.m.) Saturday and ending at (5:59 a.m. or 6:59 a.m.) the following Saturday.
- 2.0 All employees electing to work 12-hour shifts shall sign the 12-hour Shift Schedule Memorandum and Agreement of Overtime Election Form (Attachment A). The form shall be forwarded to the local Human Resources for appropriate payroll coding.
- 3.0 Time worked shall be recorded accurately in conjunction with the work week, since the 48-hour week incurs 8 hours of overtime one week per pay period.
- 4.0 Employees working a 12-hour shift assignment are required to charge four (4) hours of compensatory, holiday, or annual leave to complete the 40-hour work week to ensure full CORP time considerations are met.
- 5.0 Hours worked shall be accurately reported on the Positive Attendance Report (PAR) by the employee. An example taken from (Attachment D), documents the accurate recording of time for either a short or long week.

Regular 12-Hour Schedule	FIRST WEEK (SHORT WEEK)							SECOND WEEK (OVERTIME WEEK)						
	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THR	FRI
REGULAR HOURS – 100	RDO	12	12	12		RDO	RDO	RDO	12	12	12	4	RDO	RDO
UNSCHEDULED HOURS - 101 OR 800												3 CE /5 OT*		
ANNUAL/HOLIDAY/COMP TAKEN - 300, 324, 330					4 CT/AL/HL									
SICK LEAVE TAKEN - 310 or 311														
ALL OTHER (SEE CODES BELOW)														
Normal Work Week: Sunday, Monday, Tuesday and Alternate Wednesday														
<b>Note: * Recording of overtime (3 CE/5 OT) within this example is for illustration purposes only. Overtime shall be recorded according to the current compensation election selected by the employee pursuant to section 6.0 of this written instruction.</b>														

Regular 12-Hour Schedule	FIRST WEEK (OVERTIME WEEK)							SECOND WEEK (SHORT WEEK)						
	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THR	FRI
REGULAR HOURS – 100	RDO	12	12	12	4	RDO	RDO	RDO	12	12	12		RDO	RDO
UNSCHEDULED HOURS - 101 OR 800					3 CE /5 OT*									
ANNUAL/HOLIDAY/COMP TAKEN - 300, 324, 330												4 CT/AL/HL		
SICK LEAVE TAKEN - 310 or 311														
ALL OTHER (SEE CODES BELOW)														
Normal Work Week: Sunday, Monday, Tuesday and Alternate Wednesday														
Note: * Recording of overtime (3 CE/5 OT) within this example is for illustration purposes only. Overtime shall be recorded according to the current compensation election selected by the employee pursuant to section 6.0 of this written instruction.														

6.0 Overtime compensation for 12-hour shift schedules are either:

6.1 Compensatory Leave Only

6.1.1 Overtime is reimbursed as Compensatory Leave at the rate of one and one-half hours for each hour worked in excess of 40 hours per work week.

6.2 Compensatory Leave/Cash

6.2.1 Overtime for Compensatory Leave/Cash is reimbursed at the rate of three (3) hours of compensatory leave at time and one-half (totaling 4.5 hours) providing compensatory leave for reporting in the 36-hour week. All other overtime hours worked shall be compensated by cash at the time and one-half rate.

6.3 Cash Only

6.3.1 Cash payment is received at the rate of one and one-half times the regular rate of pay for each hour worked in excess of 40 hours per work week.

6.3.1.1 This election will affect the ability to work overtime if and when the agency does not have the funds available to pay cash for overtime. Employees must draw from an accumulated balance of Annual Leave, Holiday Leave or Compensatory Leave to fully account for 40 hours during the short week.

7.0 Wardens and Deputy Wardens shall ensure employees do not exceed 16 hours of work within a single 24-hour period.

7.1.1 Staff shall not work more than 24 additional hours of overtime during the 40-hour work week.

7.1.2 Staff may work a maximum of two 12-hour overtime shifts in a single 40-hour work week (Shall not be worked back to back within another 12-hour shift) or;

7.1.3 Staff may work a maximum of three 8-hour overtime shifts in a single 40-hour work week.

7.1.3.1 The 8-hour built-in overtime accrued during the long week is exempt from inclusion when working overtime during the long 12-hour schedule work week.

7.2 Employees shall have at least one RDO (one 24-hour regular day), off during the work week.

7.3 Overtime worked at other institutions shall be paid at the prevailing practice of the institution where overtime occurs.

8.0 This schedule does not preclude management from requiring additional hours of work.

#### **NEWLY HIRED, TRANSFERRED AND PROMOTED EMPLOYEES**

1.0 New Correctional Officers entering the Correctional Officer Training Academy (COTA), shall be informed during their orientation of 12-hour shift locations where they may be assigned as there is the possibility such schedule changes may extend to other locations throughout the Department.

2.0 Employees newly assigned to a complex using 12-hour shifts shall be provided written notice they may be assigned to a 12-hour unit. Employees shall be provided a minimum a two week notification and their assignment to 12-hour shifts shall commence at the beginning of the pay period.

2.1 The 12-hour Shift Schedule Memorandum and Agreement of Overtime Election Form (Attachment A) shall be completed upon arrival at the institution.

2.2 Staff who reinstate, transfer, promote or otherwise move to a 12-hour location, shall be assigned to a 12-hour schedule unless otherwise directed by the Warden.

2.2.1 Wardens shall retain authority over the placement of newly hired, transferred or promoted employees into either 12-hour or 8-hour units.

3.0 Before formally accepting a position at a 12-hour unit, the employee shall be informed of the 12-hour assignment requirement and complete the 12-hour Shift Schedule Memorandum and Agreement of Overtime Election Form (Attachment A).

3.1 Institutional Human Resource Liaisons shall ensure the 12-hour Shift Schedule Memorandum and Agreement of Overtime Election Form (Attachment A).

#### **CURRENT EMPLOYEES ELECTION NOT TO PARTICIPATE IN 12-HOUR SHIFTS**

1.0 Wardens in consultation with their respective Regional Operations Director shall identify a Unit or area (Example: Complex Operations), that is suitable to continue unit operations at a traditional 8-hour schedule.

1.1 Traditional 8-hour schedule use shall be all-inclusive. With the exception of visitation and kitchen (4-day 10-hour posts), the remaining shifts shall remain 8-hour shifts.

1.2 Current employees electing not to participate in 12-hour units shall be transferred at the discretion of the Warden to 8-hour schedule units.

1.2.1 To the extent possible, shift and RDO assignments shall be maintained.

#### **LEAVE MANAGEMENT**

1.0 Annual Leave Approval (Yearly Vacation Requests) For Correctional Series Staff - Yearly vacation requests shall be approved in accordance with the seniority guidelines. (see DEFINITIONS)

1.1 Annual leave previously approved while in the 8-hour shift schedule shall be honored and factored into leave approvals under the 12-hour shift schedule to the extent possible.

1.2 Employees shall have sufficient leave balances accrued before submitting any leave requests. Supervisors shall not approve leave based on future projected leave accrual.

1.2.1 Should an employee's leave balance fall below what is required to take off a previously approved date, the leave shall be canceled.

- 1.2.2 The approved Yearly Vacation Request Form (**Attachment C**) shall not be utilized in the authorization to take Leave Without Pay (LWOP)
- 1.3 Supervisors shall:
  - 1.3.1 Monitor employee leave balances.
  - 1.3.2 Ensure all Yearly Vacation Request forms are reviewed, copied and returned to employees no later than 30 days of the effective date of implementing 12-hour schedules.
  - 1.3.3 Maintain a copy of each of their employees Yearly Vacation Request form (**Attachment C**). The original shall be provided to the Chief of Security. Should an employee move to a new shift or work location, the Chief of Security shall ensure the original Yearly Vacation Request form is provided to the new Chief of Security.
- 1.4 Correctional Officers, Correctional Sergeants and Correctional Lieutenants, shall submit a Yearly Vacation Request form (**Attachment C**), November 15 through November 30 each year.
  - 1.4.1 In the event 12-hour shifts are implemented after November 15, the yearly vacation request process shall be initiated within 30 days of the effective start of a 12-hour shift schedule.
  - 1.4.2 Staff who are not requesting any leave shall complete the "Not Requesting Leave" section of the Yearly Vacation Request form (**Attachment C**), and submit the form in accordance with 1.2.1 above.
  - 1.4.3 All staff shall be responsible for scheduling annual leave to ensure leave balances are at or below the maximum carryover limits by the end of the current calendar year.
- 1.5 Individual employees' requests for leave shall be approved in a manner that preserves the required minimum staffing for each unit and shift. When the number of requests for leave would cause a reduction in the required minimum staffing level, those requests for leave will not be approved.
- 1.6 Employees may request between 8 and 80 hours per request line on the Yearly Vacation Request form (**Attachment C**).
- 1.7 Supervisors shall rank the Yearly Vacation Requests forms in seniority order. Seniority dates shall be verified in coordination with the Human Resources Liaison or designee to ensure accuracy.
  - 1.7.1 The supervisor shall begin a "first pass," starting with the most senior employee. Example - Employee "A" gets their first request since they have the most seniority on shift. For example, they request Christmas, and it is approved. The supervisor moves to the next most senior employee.
  - 1.7.2 The next most senior employee, Employee "B" gets their first request. For example, again it is Christmas since this unit can only have two employees off on annual leave per shift, Christmas is now filled. The supervisor moves to the next most senior employee.
  - 1.7.3 The third most senior employee, Employee "C's" first request is Christmas, but since Christmas is filled, their first request is denied. The supervisor shall move to Employee "C's" second request, which for example is Thanksgiving and it is approved.

- 1.7.4 The process continues until all employees on the shift are reviewed once. Then a "second pass" is started. The supervisor shall return to the beginning with Employee "A." Example – By this time Christmas, Thanksgiving and New Year's all have two employees off and are filled. Employee "A's" first request was approved. Their second request is Thanksgiving, which is denied because it is filled. The third request is a week in September which is approved since it is not already filled with two employees off. The supervisor shall continue until all requests are approved or denied, always moving through the requests in order of seniority.
- 1.8 Annual Leave Requests (Other than Yearly Vacation Requests) – Employee Request for Leave forms may be submitted up to 120 calendar days in advance. Approval shall be based on unit staffing requirements.
  - 1.8.1 Leave is reviewed for approval on a first come, first served basis.
  - 1.8.2 Leave submitted on the same day by two or more employees shall be approved in accordance with seniority guidelines. (see DEFINITIONS)
  - 1.8.3 If an employee is unavailable, leave requests may be submitted on their behalf. Supervisors shall return reviewed Employee Request for Leave forms to the employee within seven calendar days.
- 1.9 Supervisors shall meet with those employees who have accumulated excess balances and develop a written plan to reduce leave liability.
  - 1.9.1 To avoid loss of accrued excess leave, the supervisor shall ensure leave is scheduled within one-hundred (100) days of the deadline. Prior approved leave of other employees shall not be cancelled.

#### **CORRECTIONAL OFFICER TRANSFER/CHANGE REQUESTS**

- 1.0 Upon implementation of 12-hour shifts at any unit, Wardens shall ensure all written, and electronic records related to 8-hour shift operations inclusive of current requests for shift change and RDO assignments are secured from loss and tampering.
  - 1.1 All change requests pertaining to 8-hour shift operations including shift and RDO assignments shall be suspended while the unit operates under 12-hour operations.
- 2.0 Unit Changes – An employee seeking transfer to or from a 12-hour unit, shall submit a written request in a memo format to the Complex Warden. The memo shall include the employee's name and rank, the current unit, and requested unit, signature, and date.
  - 2.1 The Complex Warden shall:
    - 2.1.1 Date stamp the request and ensure that the employee receives a copy of the memo.
    - 2.1.2 Ensure all requests are maintained in a file by the date of the request.
    - 2.1.3 Ensure all requests for unit changes are approved by the date the request was received.
    - 2.1.4 If two employees submit requests on the same day, file the requests in order of seniority, as outlined in Department Order #512, Employee Pay, Work Hours, Compensation and Leave.
    - 2.1.5 Ensure the file remains current and is maintained in a secured location.

- 2.2 Transfers between units shall be approved at the Warden's discretion as outlined in Department Order #504, Recruitment, and Hiring.
- 3.0 Shift Changes – An employee seeking consideration for shift change from AM to PM shall submit a written request in a memo to the unit Chief of Security. The memo shall include the employee's name and rank, the current shift and requested shift, and signature and date.
  - 3.1 The Chief of Security shall:
    - 3.1.1 Date stamp the request and ensure that the employee receives a copy of the request.
    - 3.1.2 Ensure all requests are maintained in a file by the date of the request.
    - 3.1.3 Ensure all requests for shift change are approved by the date the request was received when an opening becomes available on the requested shift.
    - 3.1.4 If two employees submit requests on the same day, file the requests in order of seniority, as outlined in Department Order #512, Employee Pay, Work Hours, Compensation and Leave.
    - 3.1.5 Ensure the file remains current and is maintained in a secure location.
  - 3.2 If an employee decides to rescind/cancel a request for a shift change, the employee shall submit a written notification to the Chief of Security requesting to cancel the request. The Chief of Security shall maintain the original request to cancel the shift change and provide a copy to the employee.
- 4.0 Changes in RDO – An employee seeking consideration for a change in RDO shall submit a written request in a memo to his/her Shift Lieutenant. The memo shall include the employee's name and rank, the current RDO and requested RDO, and signature and date.
  - 4.1 The Shift Lieutenant shall:
    - 4.1.1 Date stamp the request and ensure that the employee receives a copy of the request.
    - 4.1.2 Ensure all requests are maintained in a file by the date of the request.
    - 4.1.3 Ensure all requests to change RDO are approved by the date the request was received when the requested RDO become available.
    - 4.1.4 If two employees submit requests on the same day, file the requests in order of seniority, as outlined in Department Order #512, Employee Pay, Work Hours, Compensation and Leave.
    - 4.1.5 Ensure the file remains current and is maintained in a secure location.
  - 4.2 Changes in RDO assignments outside the parameters of the approved 12-hour schedule shall not be approved.
  - 4.3 If an employee decides to rescind/cancel a request for an RDO change, that employee shall submit a written notification to the Shift Lieutenant rescinding the request. The Shift Lieutenant shall maintain the original request to cancel the RDO change and provide a copy to the employee.

- 5.0 Management Responsibilities - Wardens and Deputy Wardens shall:
  - 5.1 Ensure that each employee is treated in a fair and consistent manner.
  - 5.2 Ensure that files remain current and maintained in a secured location.
  - 5.3 Ensure that every supervisor knows and understands seniority, as outlined Department Order #512, Employee Pay, Work Hours, Compensation and Leave.

#### **RETURN FROM 12-HOUR TO 8-HOUR SCHEDULES**

- 1.0 Upon determining 12-hour shift operations is no longer feasible, the Division Director of Offender Operations shall authorize the restoration of 8-hour traditional schedules.
- 2.0 Upon implementation of 12-hour shifts at any unit, Wardens shall ensure all written, and electronic records related to 8-hour shift operations inclusive of current requests for shift change and RDO assignments are secured from loss and tampering.
  - 2.1 All change requests pertaining to 12-hour shift operations including shift and RDO assignments shall be suspended while the unit operates under 8-hour operations.
- 3.0 Upon restoration of 8-hour shift operations, Wardens shall retrieve records previously preserved documenting prior shift and RDO placement.
- 4.0 Wardens shall ensure employees receive a two week notice before returning to 8-hour schedules.
- 5.0 Those employees previously assigned to swing or graveyard shift will have the option to return to their most recently assigned shift.
  - 5.1 Each employee shall be asked to submit his/her first and second preference for shift assignments and RDOs. Preferred shift assignments shall be honored by seniority whenever feasible. RDO requests shall be assigned as closely as possible to their previous RDO 8-hour assignment.
  - 5.2 Employees who were not previously assigned to an 8-hour assignment shall be matched as closely as possible to the current 12-hour assignment.
- 6.0 Upon reversion to an 8-hour shift schedule, employees shall complete a new overtime election form. The completed form shall be submitted to the Human Resource Liaison and become effective upon the date of transition to an 8-hour shift schedule.
- 7.0 Annual Leave requests approved at units under the 12-hour shift schedule shall remain approved and shall be considered upon restoration of 8-hour shift schedules within the same unit.
  - 7.1 To the extent possible, management shall include adjacent RDOs to pre-approved leave for 12-hour schedules.
- 8.0 Under unique circumstances, employees assigned to 12-hour schedules shall be temporarily reverted back to a 5-day 8-hour schedule;
  - 8.1 Military Leave for 40 or more hours;
  - 8.2 Long term leave such as extended sick leave or FMLA
  - 8.3 Temporary work assignments (TWA)
  - 8.4 Suspension without pay

8.5 Bereavement Leave (BL)

8.5.1 Under a 12-hour schedule, the employee may elect to take the 24-hour for in state or the additional 16-hour for out of state death in 12-hour blocks or revert to an 8-hour schedule.

8.6 Training, Example: In Service, Weapons, TSU, etc...

8.7 Leave use for Civic Duty shall be used in 8 hour or less blocks only.

**DEFINITIONS**

**COMPENSATORY TIME (COMP TIME)** - Compensation for overtime worked in the form of leave hours rather than cash payment.

**OVERTIME** – Hours **physically** worked in excess of 40 hours in a work week.

**SENIORITY** – Seniority is determined by the following criteria (listed in order of *priority*):

- Uninterrupted time in service in the current classification (rank).
- Uninterrupted time in service in the Department.
- Uninterrupted time in Arizona State Service.
- Alphabetically, by the last name.

Attachment A: 12-Hour Shift Agreement and Overtime Election Form

Attachment B: 12-Hour Shift Questionnaire

Attachment C: Yearly Vacation Request (Security Series)

Attachment D: ADC Positive Attendance Report (PAR) Example

{Original Signature on File}



**ARIZONA DEPARTMENT OF CORRECTIONS  
12-HOUR SHIFT SCHEDULE/CORRECTIONAL OFFICER SERIES  
MEMORANDUM OF AGREEMENT AND OVERTIME ELECTION**

To respond to current staffing needs, and pursuant to [Directors Instruction #349, 12-Hour Shift Implementation](#) the Department is implementing 12-hour shift schedules for security staff at select ADC facilities. The shift is available to employees in the Correctional Officer Security series inclusive of Correctional Officer II, Correctional Sergeant, and Correctional Lieutenant. The implementation of 12-hour schedules requires the following conditions:

- The 12-hour shift schedule will include one short week of 36 hours and one extended week of 48 hours each pay period.
- The 12-hour schedule will provide the employee with four days unscheduled in the short week and three days unscheduled in the extended week, commonly referred to as a regular day off.
- Each shift has the same days off. The front half of the AM shift (0600-1800) or (0700-1900), and the PM shift (1800-0600) or (1900-0700), have Sunday, Monday, Tuesday and every other Wednesday off. The back half of the AM and PM Shift have Thursday, Friday, Saturday and the opposite Wednesday of the front half off. *(Your Warden will advise of the hours for your complex.)*
- During the extended week, all hours worked over forty (40) hours are considered as overtime and will be compensated as required under the Fair Labor Standards Act (FLSA) and Arizona Revised Statutes (A.R.S.) 23-291. During the short week, overtime is not applicable until hours worked exceed forty (40) hours. Overtime election options are noted below.
- During the short week, the employee shall charge four (4) hours of compensatory, holiday, or annual leave to make up a 40-hour week. This requirement ensures employees on the 12-hour work schedule receive full credit for CORP during the short workweek.
- The 12-hour schedule does not preclude agency management from requiring additional hours of work.
- Overtime worked at other institutions will be paid at the prevailing practice of the location where the hours were worked.
- At the discretion of the Arizona Department of Corrections, this schedule may revert to the traditional forty-hour (40), workweek with a two-week notice provided to the participating employee.

**Overtime election for 12-hour work schedules:** The following overtime method of compensation is available for this work schedule. This election shall supersede current overtime elections as of the effective date of the facility enacting 12-hour shift schedules. **Remember:** Less than a forty-hour (40) workweek results in a partial retirement credit. Therefore, if an original probation employee chooses “Cash Only”, and does not have enough leave balance to cover the remainder of the 36-hour workweek, it will be recorded as LWOP and affect their retirement credit. The Department has designated the method below to allow accrual of compensatory time that can be charged for the short week to ensure receipt for fulltime credit towards CORP retirement.

**Overtime Compensation Election (12-Hour Only, FLSA Non-Exempt Employees Only)**

I understand that as an employee entitled to overtime compensation under the Fair Labor Standards Act (FLSA), for each hour I work in excess of 40 hours per week, I may elect to receive additional pay at one and one-half times my regular rate of pay or I may elect to receive compensator leave at the rate of one and one-half hours for each excess hour worked or I may elect either. However, I realize that the agency reserves the right to pay cash even though I may elect to receive compensatory leave for overtime worked. Please select one of the following options:

**Compensatory Leave Only**

I elect to receive only compensatory leave at the rate of one and one-half hours for each hour worked in excess of 40 hours per work week.

**Compensatory Leave/Cash**

Overtime compensation for the 12-hour work schedule shall be compensated with both compensatory leave and paid overtime. Reimbursed overtime shall be at the rate of three (3) hours compensatory leave at time and one-half (4.5) hours, and all other overtime hours worked shall be compensated by cash at time and one-half per pay period.

**Cash Only**

I elect to receive only cash payment at the rate of one and one-half times my regular rate of pay for each hour worked in excess of 40 hours per workweek. I realize this election will affect my ability to work overtime if and when the agency does not have the funds available to pay cash for overtime. I also realize I must draw from an accumulated balance of Annual Leave, Holiday Leave or Compensatory Leave (CT) to make account for forty (40) hours during the short week.

**Employee agreement to be placed on the 12-hour work schedule and overtime election**

*By my signature below, I voluntarily agree to the conditions outlined above and am opting to work the 12-hour work schedule. I understand this is a binding schedule, that I may opt out with approval of the Warden through a formal request, and that the Department may revert to the traditional forty-hour work schedule by providing me with a two-week notice of the change.*

EMPLOYEE NAME <i>(Last, First)</i>	JOB/TITLE/CLASSIFICATI	FACILITY/UNIT	EIN
EMPLOYEE SIGNATURE			

Cc: Central Officer Personnel File (Original)  
Institution Personnel File  
Payroll



**ARIZONA DEPARTMENT OF CORRECTIONS**  
**12-HOUR SHIFT SCHEDULE QUESTIONNAIRE**

EMPLOYEE NAME <i>(Last, First M.I.) (Please print)</i>	JOB/TITLE/CLASSIFICATION	FACILITY/UNIT	EIN
EMPLOYEE SIGNATURE			

***Please Complete Questionnaire on Reverse Side of Page***

*To respond to current staffing needs, the Department is implementing 12-hour shift schedules for security staff at select ADC facilities. The shift is available to employees in the Correctional Officer security series inclusive of Correctional Officer II, Correctional Sergeant and Correctional Lieutenant. Agency management will utilize the information you provide in shift and RDO placement.*

**12-Hour Shift Operations**

If assigned to work a 12-hour shift schedule, you would work 36 hours in week one of the pay period and 48 hours in week 2 of the pay period or vice versa. During the 48-hour week, you will receive overtime comp or cash for the 8 hours in excess of 40 in the workweek in accordance with the Fair Labor Standards Act. This overtime will make up the 4-hour difference in the 36-hour week. You will realize a net benefit of 8 hours’ overtime each pay period as part of the 12-hour shift design.

Shift Hours: Each shift has the same days off. The front half of the AM shift (0600-1800) or (0700-1900), and the PM shift (1800-0600) or (1900-0700), have Sunday, Monday, Tuesday and every other Wednesday off. The back half of the AM and PM Shift have Thursday, Friday, Saturday and the opposite Wednesday of the front half off. *(Your Warden will advise of the hours for your complex.)* This schedule allows more time off during the two-week period meaning, out of every 14 days worked, 7 of those you are off as an RDO.

In an eighty-hour pay period, you would work 84 hours. However, the overtime accrual would be eight hours instead of only four. You would work 36 hours one week and 48 hours the following week. During the 48-hour week, you would receive eight hours of overtime at the time and one-half rate for a total of twelve hours of overtime (comp time and/or cash). During the 36-hour workweek, you can utilize four hours of leave time. This would offset the twelve hours earned during the 48-hour week. This provides you an accumulated time of eight hours every two weeks. You have two options available for payment of your 8 hours of overtime:

1. Cash Only
2. Compensatory time/Cash
3. Compensatory Leave Only
  - Employees electing the cash only option would be paid for 36-hours one week and 52 hours the second week. The total number of hours paid would be 88 hours per pay period. **NOTE: This option negatively affects your retirement accrual, as you would only receive pension credit for 36 hours on the “Short” weeks and an entry of 4 hours LWOP would be required to ensure your hours total 40 for the week.**
  - Employees selecting cash/compensatory time would accumulate 4.5 hours of comp time and 7.5 hours of overtime each pay period. For the “Short” week, 4 hours of compensatory time will be used to avoid affecting your pension credits.



**ARIZONA DEPARTMENT OF CORRECTIONS  
12-HOUR SHIFT SCHEDULE QUESTIONNAIRE**

- Employees selecting Compensatory Leave Only will receive leave time at the rate of one and one-half hours for each hour worked in excess of 40 hours per work week.

**Please respond to the following questions. Use additional pages as necessary.**

- Do you prefer to participate in a 12-Hour shift schedule? **(Circle One)**                      Yes                      No
- If you answered no, to Question 1, what are your concerns?
  - Child Care Problems
  - Driving Distance Issues
  - Days Off (Won't get both weekend days any longer)
  - School
  - Other (Please explain/add additional sheets if necessary)

- What shift would you prefer:

**Agency management will utilize the information you provide for shift and RDO placement.**

<input type="checkbox"/>	AM Front*	RDO's Sunday, Monday, Tuesday and every other Wednesday <b>Shift Hours Example: 0600-1800 or 0700-1900</b>
<input type="checkbox"/>	AM Back**	RDO's Thursday, Friday, Saturday and every other (opposite) Wednesday <b>Shift Hours Example: 0600-1800 or 0700-1900</b>
<input type="checkbox"/>	PM Front	RDO's Sunday, Monday, Tuesday and every other Wednesday <b>Shift Hours Example: 1800-0600 or 1900-0700</b>
<input type="checkbox"/>	PM Back	RDO's Thursday, Friday, Saturday and every other (opposite) Wednesday <b>Shift Hours Example: 1800-0600 or 1900-0700</b>

\*Majority of RDO's at the beginning of the week.

\*\*Majority of RDO's at the end of the week

- Do you have any questions regarding the way this schedule would work? If so, please list them below:

Please keep in mind, at the discretion of the Arizona Department of Corrections; this schedule may revert to the traditional forty-hour (40), workweek with a two-week notice provided to the participating employee.



# ARIZONA DEPARTMENT OF CORRECTIONS

## Yearly Vacation Request (Security Series)

EMPLOYEE NAME <i>(Last, First M.I.) (Please print)</i>	JOB/TITLE/CLASSIFICATION	FACILITY/UNIT	SHIFT
--	--------------------------	---------------	-------

MOST RECENT HIRE DATE	PROMOTION DATE	FACILITY/UNIT	SHIFT SCHEDULE <input type="checkbox"/> 8-HOUR <input type="checkbox"/> 12-HOUR
-----------------------	----------------	---------------	--

I am not requesting leave this year

<b>Request(s) in Order of Preference</b> Each request line may range from 8 to 80 hours				Supervisor shall sign in the approved or denied box for each request	
	From (1 <sup>st</sup> Day Off)	To (Last Day Off)	Total Hours	Approved	Denied
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

- This request shall be submitted November 15 through November 30. (Exclusions Apply for 12-Hour Schedules commencing after November 15. Reference Written Direction for clarification.)
- All approvals and denials shall be determined no later than 30 calendar days with written notification to the employee.
- Employees shall have sufficient leave balances accrued before submitting any leave request. Supervisors shall not approve leave based on future projected leave accrual. Should an employee's leave balance fall below what is required to take off a previously approved date, the leave shall be canceled. An approved Yearly Vacation Request Form (Attachment B) shall not be utilized in the authorization to take Leave Without Pay (LWOP)
- Vacation requests shall be approved in order of seniority.
- **SENIORITY** – Seniority is determined by the following criteria (listed in order of priority):
  - Uninterrupted time in service in the current classification (rank).
  - Uninterrupted time in service in the Department.
  - Uninterrupted time in Arizona State Service.
  - Alphabetically, by last name.
- If the first request cannot be granted because the requested leave slots have already been filled, then their next choice will be considered in the order listed above, until a requested time can be approved or there are no more requests on their sheet.

### Shaded box only for staff not requesting leave

**By signing below, I do not request any vacation block leave at this time. I realize that there may not be block time available after all Vacation Requests are approved. I am still responsible to manage my leave balances for the year.**

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Supervisor Who Approved/Denied Requests:

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Distribution: Original, Chief of Security  
Employee  
Supervisor

RECORD HOURS ON THE DAY THE SHIFT STARTS  
 SICK LEAVE CAN ONLY BE SCHEDULED ADJUSTED BY MUTUAL AGREEMENT OF THE EMPLOYEE AND THE SUPERVISOR

ATTACHMENT D



Normal Work Week: Saturday, Alternate Wednesday, Thursday and Friday

**REGULAR 12-HOUR SCHEDULE**

**FIRST WEEK (OVERTIME WEEK)**

**SECOND WEEK (SHORT WEEK)**

	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI
REGULAR HOURS - 100	12	RDO	RDO	RDO	12	12	4	12	RDO	RDO	RDO		12	12
UNSCHEDULED HOURS - 101 OR 800							3 CE/5 OT*							
ANNUAL/HOLIDAY/COMP TAKEN -300, 324, 330												4 CT/AL/HL		
SICK LEAVE TAKEN - 310 or 311												NO SL		
ALL OTHER (SEE CODES BELOW)														

Note: \* Recording of overtime within this example is for illustration purposes only. Overtime shall be recorded according to the current compensation election selected by the employee pursuant to section 6.0 of this written instruction.

# 1

FULL "REGULAR HOURS DAY" TAKEN DURING THE "OT" WEEK. SCHEDULE ADJUSTED.  
 FRIDAY WILL BECOME ALL REGULAR HOURS  
 BALANCE ONLY 4 HOURS OF LEAVE WILL BE CHARGED TO COMPLETE THE 40 HOURS FOR THE WEEK.

SINCE NO COMP TIME IS EARNED IN WEEK 1, THE EMPLOYEE SHALL  
 USE ANNUAL LEAVE, HOLIDAY LEAVE, OR COMP TAKEN IF THEY HAVE COMP TIME

**REGULAR 12-HOUR SCHEDULE**

**FIRST WEEK (OVERTIME WEEK)**

**SECOND WEEK (SHORT WEEK)**

	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI
REGULAR HOURS - 100		RDO	RDO	RDO	12	12	12	12	RDO	RDO	RDO		12	12
UNSCHEDULED HOURS - 101 OR 800														
ANNUAL/HOLIDAY/COMP TAKEN -300, 324, 330												4 CT/AL/HL		
SICK LEAVE TAKEN - 310 or 311	4 AL/CT/HL											NO SL		
ALL OTHER (SEE CODES BELOW)	or SL/SF													

# 2

PARTIAL "REGULAR HOURS DAY" TAKEN DURING THE "OT" WEEK. SCHEDULE ADJUSTED.  
 OT HOURS WILL BE ADJUSTED FIRST  
 4 HOURS TAKEN. 4 OF THE OT HOURS BECOME REGULAR HOURS.

THERE IS NO CHANGE TO THE SECOND WEEK

**REGULAR 12-HOUR SCHEDULE**

**FIRST WEEK (OVERTIME WEEK)**

**SECOND WEEK (SHORT WEEK)**

	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI
REGULAR HOURS - 100	8	RDO	RDO	RDO	12	12	8	12	RDO	RDO	RDO		12	12
UNSCHEDULED HOURS - 101 OR 800							3 CE/1 OT*							
ANNUAL/HOLIDAY/COMP TAKEN -300, 324, 330												4 CT		
SICK LEAVE TAKEN - 310 or 311														
ALL OTHER (SEE CODES BELOW)														

Note: \* Recording of overtime within this example is for illustration purposes only. Overtime shall be recorded according to the current compensation election selected by the employee pursuant to section 6.0 of this written instruction.

# 3

6 HOURS TAKEN. THE 5 OT HOURS AND 1 COMP EARNED HOUR BECOME REGULAR HOURS. NO LEAVE CHARGED  
 THE COMP EARNED 2 AT TIME & 1/2 WILL ADD 3 HOURS TO THE COMP TIME BALANCE

IF NO OTHER COMP HAS BEEN ACCUMULATED, THE EMPLOYEE WILL  
 NEED TO USE ANNUAL OR HOLIDAY LEAVE

**REGULAR 12-HOUR SCHEDULE**

**FIRST WEEK (OVERTIME WEEK)**

**SECOND WEEK (SHORT WEEK)**

	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI
REGULAR HOURS - 100	8	RDO	RDO	RDO	12	12	8	12	RDO	RDO	RDO		12	12
UNSCHEDULED HOURS - 101 OR 800							3 CE/1 OT*							
ANNUAL/HOLIDAY/COMP TAKEN -300, 324, 330												4 CT OR 3 CT/1 AL		
SICK LEAVE TAKEN - 310 or 311														
ALL OTHER (SEE CODES BELOW)														

Note: \* Recording of overtime within this example is for illustration purposes only. Overtime shall be recorded according to the current compensation election selected by the employee pursuant to section 6.0 of this written instruction.

#4

SICK LEAVE OR SICK FAMILY ON "REGULAR HOURS" DAY DURING THE "OT" WEEK. NOT SCHEDULE ADJUSTED. FRIDAY WILL BECOME ALL REGULAR HOURS. THE DAY OFF WILL BE RECORDED AS SICK LEAVE OR SICK FAMILY 12. THE EMPLOYEE WILL BE PAID 8 EXTRA HOURS

SINCE NO COMP IS EARNED IN WEEK 1, THE EMPLOYEE SHALL USE ANNUAL L OR HOLIDAY LEAVE

REGULAR 12-HOUR SCHEDULE

FIRST WEEK (OVERTIME WEEK)

SECOND WEEK (SHORT WEEK)

	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI
REGULAR HOURS - 100		RDO	RDO	RDO	12	12	12	12	RDO	RDO	RDO		12	12
UNSCHEDULED HOURS - 101 OR 800														
ANNUAL/HOLIDAY/COMP TAKEN -300, 324, 330												4 CT/AL/HL		
SICK LEAVE TAKEN - 310 or 311	12 SL													
ALL OTHER (SEE CODES BELOW)														

#5

PARTIAL DAY OF SL OR SF ON A "REGULAR HOURS DAY" DURING THE "OT" WEEK. 4 HOURS TAKEN. 4 OF THE OT HOURS BECOME REGULAR HOURS. SICK LEAVE OR SICK FAMILY 4 WILL BE ENTERED THE EMPLOYEE WILL BE PAID 4 EXTRA HOURS

THERE IS NO CHANGE TO THE SECOND WEEK

REGULAR 12-HOUR SCHEDULE

FIRST WEEK (OVERTIME WEEK)

SECOND WEEK (SHORT WEEK)

	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI
REGULAR HOURS - 100	8	RDO	RDO	RDO	12	12	8	12	RDO	RDO	RDO		12	12
UNSCHEDULED HOURS - 101 OR 800							3 CE/1 OT*							
ANNUAL/HOLIDAY/COMP TAKEN -300, 324, 330												4 CT		
SICK LEAVE TAKEN - 310 or 311	4 SL/SF													
ALL OTHER (SEE CODES BELOW)														

Note: \* Recording of overtime within this example is for illustration purposes only. Overtime shall be recorded according to the current compensation election selected by the employee pursuant to section 6.0 of this written instruction.

#6

6 HOURS TAKEN. THE 5 OT HOURS AND 1 COMP EARNED HOUR WILL BECOME REGULAR HOURS. SICK LEAVE OR SICK FAMILY 6 WILL BE ENTERED. THE EMPLOYEE WILL BE PAID 6 EXTRA HOURS. THE COMP EARNED 2 AT TIME & 1/2 WILL ADD 3 HOURS TO THE COMP TIME BALANCE.

IF NO OTHER COMP HAS BEEN ACCUMULATED, THE EMPLOYEE SHALL NEED TO USE ANNUAL OR HOLIDAY LEAVE.

REGULAR 12-HOUR SCHEDULE

FIRST WEEK (OVERTIME WEEK)

SECOND WEEK (SHORT WEEK)

	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI
REGULAR HOURS - 100	6	RDO	RDO	RDO	12	12	10	12	RDO	RDO	RDO		12	12
UNSCHEDULED HOURS - 101 OR 800							CE 2*							
ANNUAL/HOLIDAY/COMP TAKEN -300, 324, 330												4 CT/AL/HL		
SICK LEAVE TAKEN - 310 or 311	6 SL/SF													
ALL OTHER (SEE CODES BELOW)														

Note: \* Recording of overtime within this example is for illustration purposes only. Overtime shall be recorded according to the current compensation election selected by the employee pursuant to section 6.0 of this written instruction.

#7

FRIDAY OF THE "OT" WEEK IS TAKEN APNY TYPE OF LEAVE. 4 HOURS OF LEAVE WILL BE CHARGED TO MAKE 40 FOR THE WEEK. NO OT OR COMP TIME WILL BE EARNED

SINCE NO COMP TIME IS EARNED IN WEEK 1, THE EMPLOYEE SHALL NEED TO USE ANNUAL LEAVE OR HOLIDAY LEAVE.

REGULAR 12-HOUR SCHEDULE

FIRST WEEK (OVERTIME WEEK)

SECOND WEEK (SHORT WEEK)

	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI
REGULAR HOURS - 100	12	RDO	RDO	RDO	12	12		12	RDO	RDO	RDO		12	12
UNSCHEDULED HOURS - 101 OR 800							4 AL/CT/HL or 4SL/SF							
ANNUAL/HOLIDAY/COMP TAKEN -300, 324, 330												4 CT/AL/HL		
SICK LEAVE TAKEN - 310 or 311														
ALL OTHER (SEE CODES BELOW)														

#8

PARTIAL DAY OF LEAVE ON FRIDAY OF THE "OT" WEEK.  
4 HOURS TAKEN. ONLY 1 HOUR OF OT WILL BE PAID. NO OTHER ADJUSTMENTS ARE NEEDED.

THERE IS NO CHANGE TO THE SECOND WEEK

REGULAR 12-HOUR SCHEDULE

FIRST WEEK (OVERTIME WEEK)

SECOND WEEK (SHORT WEEK)

	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI
REGULAR HOURS - 100	12	RDO	RDO	RDO	12	12	4	12	RDO	RDO	RDO		12	12
UNSCHEDULED HOURS - 101 OR 800							3 CE/1OT*							
ANNUAL/HOLIDAY/COMP TAKEN -300, 324, 330												4 CT/AL/HL		
SICK LEAVE TAKEN - 310 or 311														
ALL OTHER (SEE CODES BELOW)														

Note: \* Recording of overtime within this example is for illustration purposes only. Overtime shall be recorded according to the current compensation election selected by the employee pursuant to section 6.0 of this written instruction.

#9

6 HOURS TAKEN. NO OT HOURS WILL BE PAID, AND ONLY 2 COMP TIME HOURS WILL BE EARNED.

IF NO OTHER COMP HAS BEEN ACCUMULATED, THE EMPLOYEE  
WILL NEED TO USE ANNUAL OR HOLIDAY LEAVE

REGULAR 12-HOUR SCHEDULE

FIRST WEEK (OVERTIME WEEK)

SECOND WEEK (SHORT WEEK)

	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI
REGULAR HOURS - 100	12	RDO	RDO	RDO	12	12	4	12	RDO	RDO	RDO		12	12
UNSCHEDULED HOURS - 101 OR 800							2 CE*							
ANNUAL/HOLIDAY/COMP TAKEN -300, 324, 330												4CT/OR 3CT/1AL		
SICK LEAVE TAKEN - 310 or 311														
ALL OTHER (SEE CODES BELOW)														

Note: \* Recording of overtime within this example is for illustration purposes only. Overtime shall be recorded according to the current compensation election selected by the employee pursuant to section 6.0 of this written instruction.

#10

HOLIDAY OFF ON "REGULAR HOURS" DAY DURING THE "OT" WEEK. NOT SCHEDULE ADJUSTED.  
HOLIDAY ENTRY IS HO 8. OT AND COMP TIME HOURS BECOME REGULAR HOURS.  
THE EMPLOYEE WILL BE PAID 4 EXTRA HOURS

SINCE NO COMP IS EARNED IN WEEK 1, THE EMPLOYEE SHALL USE  
ANNUAL LEAVE OR HOLIDAY LEAVE

REGULAR 12-HOUR SCHEDULE

FIRST WEEK (OVERTIME WEEK)

SECOND WEEK (SHORT WEEK)

	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI
REGULAR HOURS - 100	12	RDO	RDO	RDO		12	12	12	RDO	RDO	RDO		12	12
UNSCHEDULED HOURS - 101 OR 800														
ANNUAL/HOLIDAY/COMP TAKEN -300, 324, 330												4 CT/AL/HL		
SICK LEAVE TAKEN - 310 or 311														
ALL OTHER (SEE CODES BELOW)					HO 8									

#11

HOLIDAY ON LONG WEEK.

THERE IS NO CHANGE TO THE SECOND WEEK

REGULAR 12-HOUR SCHEDULE

FIRST WEEK (OVERTIME WEEK)

SECOND WEEK (SHORT WEEK)

	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI
REGULAR HOURS - 100	12	RDO	RDO	RDO	12	12	4	12	RDO	RDO	RDO		12	12
UNSCHEDULED HOURS - 101 OR 800							3 CE/ 5OT*							
ANNUAL/HOLIDAY/COMP TAKEN -300, 324, 330												4 CT/AL/HL		
SICK LEAVE TAKEN - 310 or 311														
ALL OTHER (SEE CODES BELOW)					HA 8									

Note: \* Recording of overtime within this example is for illustration purposes only. Overtime shall be recorded according to the current compensation election selected by the employee pursuant to section 6.0 of this written instruction.

#12

HOLIDAY OFF ON FRIDAY OF THE "OT" WEEK. NOT SCHEDULE ADJUSTED.  
HOLIDAY ENTRY IS HO 8. THE EMPLOYEE WILL BE PAID 4 EXTRA HOURS.

SINCE NO COMP IS EARNED IN WEEK 1, THE EMPLOYEE SHALL NEED  
TO USE ANNUAL OR HOLIDAY LEAVE

REGULAR 12-HOUR SCHEDULE

FIRST WEEK (OVERTIME WEEK)

SECOND WEEK (SHORT WEEK)

	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI
REGULAR HOURS - 100	12	RDO	RDO	RDO	12	12		12	RDO	RDO	RDO		12	12
UNSCHEDULED HOURS - 101 OR 800														
ANNUAL/HOLIDAY/COMP TAKEN -300, 324, 330												4 CT/AL/HL		
SICK LEAVE TAKEN - 310 or 311														
ALL OTHER (SEE CODES BELOW)							HO 8							

#13

HOLIDAY ON FRIDAY OF THE "OT" WEEK.

THERE IS NO CHANGE TO THE SECOND WEEK

REGULAR 12-HOUR SCHEDULE

FIRST WEEK (OVERTIME WEEK)

SECOND WEEK (SHORT WEEK)

	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI
REGULAR HOURS - 100	12	RDO	RDO	RDO	12	12	4	12	RDO	RDO	RDO		12	12
UNSCHEDULED HOURS - 101 OR 800							3 CE/5OT*							
ANNUAL/HOLIDAY/COMP TAKEN -300, 324, 330												4 CT/AL/HL		
SICK LEAVE TAKEN - 310 or 311														
ALL OTHER (SEE CODES BELOW)							HA 8							

Note: \* Recording of overtime within this example is for illustration purposes only. Overtime shall be recorded according to the current compensation election selected by the employee pursuant to section 6.0 of this written instruction.

#14

HOLIDAY OFF ON MONDAY OF THE "OT" WEEK.

SINCE NO COMP IS EARNED IN WEEK 1, THE EMPLOYEE SHALL NEED TO USE  
ANNUAL LEAVE OR HOLIDAY LEAVE

REGULAR 12-HOUR SCHEDULE

FIRST WEEK (OVERTIME WEEK)

SECOND WEEK (SHORT WEEK)

	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI
REGULAR HOURS - 100	12	RDO		RDO	12	12	4	12	RDO	RDO	RDO		12	12
UNSCHEDULED HOURS - 101 OR 800							3 CE/5 OT*							
ANNUAL/HOLIDAY/COMP TAKEN -300, 324, 330												4 CT/AL/HL		
SICK LEAVE TAKEN - 310 or 311														
ALL OTHER (SEE CODES BELOW)			8 HA											

Note: \* Recording of overtime within this example is for illustration purposes only. Overtime shall be recorded according to the current compensation election selected by the employee pursuant to section 6.0 of this written instruction.

#15

HOLIDAY OFF ON MONDAY OF THE "OT" WEEK.

SINCE NO COMP IS EARNED IN WEEK 1, THE EMPLOYEE  
SHALL NEED TO USE ANNUAL LEAVE OR HOLIDAY LEAVE

REGULAR 12-HOUR SCHEDULE

FIRST WEEK (OVERTIME WEEK)

SECOND WEEK (SHORT WEEK)

	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI
REGULAR HOURS - 100	12	RDO		RDO	12	12	4	12	RDO	RDO	RDO		12	12
UNSCHEDULED HOURS - 101 OR 800							3 CE/5 OT*							
ANNUAL/HOLIDAY/COMP TAKEN -300, 324, 330												4 CT/AL/HL		
SICK LEAVE TAKEN - 310 or 311														
ALL OTHER (SEE CODES BELOW)			8 HA											

Note: \* Recording of overtime within this example is for illustration purposes only. Overtime shall be recorded according to the current compensation election selected by the employee pursuant to section 6.0 of this written instruction.

RECORD HOURS ON THE DAY THE SHIFT STARTS  
 SICK LEAVE CAN ONLY BE SCHEDULED ADJUSTED BY MUTUAL AGREEMENT OF THE EMPLOYEE AND THE SUPERVISOR

ATTACHMENT D

Normal Work Week: Sunday, Monday, Tuesday and Alternate Wednesday

REGULAR 12-HOUR SCHEDULE

	FIRST WEEK (SHORT WEEK)							SECOND WEEK (OVERTIME WEEK)						
	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI
REGULAR HOURS - 100	RDO	12	12	12		RDO	RDO	RDO	12	12	12	4	RDO	RDO
UNSCHEDULED HOURS - 101 OR 800												3 CE/5OT*		
ANNUAL/HOLIDAY/COMP TAKEN -300, 324, 330					4 CT/AL/HL									
SICK LEAVE TAKEN - 310 or 311					NO SL									
ALL OTHER (SEE CODES BELOW)														

Note: \* Recording of overtime within this example is for illustration purposes only. Overtime shall be recorded according to the current compensation election selected by the employee pursuant to section 6.0 of this written instruction.

# 1

FULL "REGULAR HOURS DAY" TAKEN DURING THE "OT" WEEK. SCHEDULE ADJUSTED.  
 WEDNESDAY WILL BECOME ALL REGULAR HOURS  
 ONLY 4 HOURS OF LEAVE WILL BE CHARGED TO COMPLETE THE 40 HOURS FOR THE WEEK.

REGULAR 12-HOUR SCHEDULE

	FIRST WEEK (SHORT WEEK)							SECOND WEEK (OVERTIME WEEK)						
	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI
REGULAR HOURS - 100		12	12	12		RDO	RDO	RDO		12	12	12	RDO	RDO
UNSCHEDULED HOURS - 101 OR 800														
ANNUAL/HOLIDAY/COMP TAKEN -300, 324, 330					4 CT/AL/HL				4 AL/CT/HL					
SICK LEAVE TAKEN - 310 or 311					NO SL				or SL/SF					
ALL OTHER (SEE CODES BELOW)														

# 2

IF NO OTHER COMP HAS BEEN ACCUMULATED, THE EMPLOYEE SHALL  
 NEED TO USE ANNUAL OR HOLIDAY LEAVE

4 HOURS TAKEN. 4 OF THE OT HOURS BECOME REGULAR HOURS

REGULAR 12-HOUR SCHEDULE

	FIRST WEEK (SHORT WEEK)							SECOND WEEK (OVERTIME WEEK)						
	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI
REGULAR HOURS - 100	RDO	12	12	12		RDO	RDO	RDO	8	12	12	8	RDO	RDO
UNSCHEDULED HOURS - 101 OR 800												3 CE/1 OT*		
ANNUAL/HOLIDAY/COMP TAKEN -300, 324, 330					4 CT/AL/HL									
SICK LEAVE TAKEN - 310 or 311					NO SL									
ALL OTHER (SEE CODES BELOW)														

Note: \* Recording of overtime within this example is for illustration purposes only. Overtime shall be recorded according to the current compensation election selected by the employee pursuant to section 6.0 of this written instruction.

# 3

IF NO OTHER COMP HAS BEEN ACCUMULATED, THE EMPLOYEE WILL  
 NEED TO USE ANNUAL OR HOLIDAY LEAVE

6 HOURS TAKEN. THE 5OT HOURS AND 1 COMP HOUR WILL BECOME REGULAR HOURS.  
 NO LEAVE CHARGED. THE COMP EARNED 2 AT TIME & 1/2 WILL ADD 3 HOURS TO THE  
 COMP TIME BALANCE.

REGULAR 12-HOUR SCHEDULE

	FIRST WEEK (SHORT WEEK)							SECOND WEEK (OVERTIME WEEK)						
	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI
REGULAR HOURS - 100	RDO	12	12	12		RDO	RDO	RDO	6	12	12	10	RDO	RDO
UNSCHEDULED HOURS - 101 OR 800												CE 2*		
ANNUAL/HOLIDAY/COMP TAKEN -300, 324, 330					4 CT/AL/HL									
SICK LEAVE TAKEN - 310 or 311					NO SL									
ALL OTHER (SEE CODES BELOW)														

Note: \* Recording of overtime within this example is for illustration purposes only. Overtime shall be recorded according to the current compensation election selected by the employee pursuant to section 6.0 of this written instruction.

#4

IF NO OTHER COMP HAS BEEN ACCUMULATED, THE EMPLOYEE WILL NEED TO USE ANNUAL OR HOLIDAY LEAVE

**REGULAR 12-HOUR SCHEDULE**

**FIRST WEEK (SHORT WEEK)**

**SECOND WEEK (OVERTIME WEEK)**

	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI
REGULAR HOURS - 100	RDO	12	12	12		RDO	RDO	RDO		12	12	12	RDO	RDO
UNSCHEDULED HOURS - 101 OR 800														
ANNUAL/HOLIDAY/COMP TAKEN - 300, 324, 330					4 CT/AL/HL									
SICK LEAVE TAKEN - 310 or 311					NO SL				12 SL					
ALL OTHER (SEE CODES BELOW)														

SICK LEAVE OR SICK FAMILY ON "REGULAR HOURS" DAY DURING THE "OT" WEEK. NOT SCHEDULE ADJUSTED. WEDNESDAY WILL BECOME ALL REGULAR HOURS. THE DAY OFF SHALL BE RECORDED AS SICK LEAVE OR SICK FAMILY 12. THE EMPLOYEE WILL BE PAID 8 EXTRA HOURS

# 5

IF NO OTHER COMP HAS BEEN ACCUMULATED, THE EMPLOYEE WILL NEED TO USE ANNUAL OR HOLIDAY LEAVE

**REGULAR 12-HOUR SCHEDULE**

8

**SECOND WEEK (OVERTIME WEEK)**

	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI
REGULAR HOURS - 100	RDO	12	12	12		RDO	RDO	RDO	8	12	12	8	RDO	RDO
UNSCHEDULED HOURS - 101 OR 800												3 CE/1 OT*		
ANNUAL/HOLIDAY/COMP TAKEN - 300, 324, 330					4 CT/AL/HL									
SICK LEAVE TAKEN - 310 or 311					NO SL				4 SL/SF					
ALL OTHER (SEE CODES BELOW)														

PARTIAL DAY OF SICK LEAVE OR SICK FAMILY ON A "REGULAR DAY" DURING THE "OT" WEEK. 4 HOURS TAKEN. 4 OF THE OT HOURS BECOME REGULAR HOURS. SICK LEAVE OR SICK FAMILY 4 WILL BE ENTERED AND THE EMPLOYEE WILL BE PAID 4 EXTRA HOURS

Note: \* Recording of overtime within this example is for illustration purposes only. Overtime shall be recorded according to the current compensation election selected by the employee pursuant to section 6.0 of this written instruction.

#6

IF NO OTHER COMP HAS BEEN ACCUMULATED, THE EMPLOYEE WILL NEED TO USE ANNUAL OR HOLIDAY LEAVE

**REGULAR 12-HOUR SCHEDULE**

**FIRST WEEK (SHORT WEEK)**

**SECOND WEEK (OVERTIME WEEK)**

	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI
REGULAR HOURS - 100	RDO	12	12	12		RDO	RDO	RDO	6	12	12	10	RDO	RDO
UNSCHEDULED HOURS - 101 OR 800												2 CE*		
ANNUAL/HOLIDAY/COMP TAKEN - 300, 324, 330					4 CT/AL/HL									
SICK LEAVE TAKEN - 310 or 311					NO SL				6 SL/SF					
ALL OTHER (SEE CODES BELOW)														

6 HOURS TAKEN. THE 5 OT HOURS AND 1 COMP HOUR WILL BECOME REGULAR HOURS. SICK LEAVE OR SICK FAMILY 6 WILL BE ENTERED. THE EMPLOYEE WILL BE PAID 6 EXTRA HOURS. THE COMP EARNED 2 AT TIME & 1/2 WILL ADD 3 HOURS TO THE COMP BALANCE

Note: \* Recording of overtime within this example is for illustration purposes only. Overtime shall be recorded according to the current compensation election selected by the employee pursuant to section 6.0 of this written instruction.

# 7

IF NO OTHER COMP HAS BEEN ACCUMULATED, THE EMPLOYEE WILL NEED TO USE ANNUAL OR HOLIDAY LEAVE

**REGULAR 12-HOUR SCHEDULE**

**FIRST WEEK (SHORT WEEK)**

**SECOND WEEK (OVERTIME WEEK)**

	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI
REGULAR HOURS - 100	RDO	12	12	12		RDO	RDO	RDO		12	12	12	RDO	RDO
UNSCHEDULED HOURS - 101 OR 800														
ANNUAL/HOLIDAY/COMP TAKEN - 300, 324, 330					4 CT/AL/HL				4 AL/CT/HL					
SICK LEAVE TAKEN - 310 or 311					NO SL				or 4 SL/SF					
ALL OTHER (SEE CODES BELOW)														

SUNDAY OF THE "OT" WEEK IS TAKEN (ANY TYPE OF LEAVE) 4 HOURS OF LEAVE WILL BE CHARGED TO MAKE 40 FOR THE WEEK. NO OT OR COMP TIME WILL BE EARNED.

#8

IF NO OTHER COMP HAS BEEN ACCUMULATED, THE EMPLOYEE SHALL NEED TO USE ANNUAL OR HOLIDAY LEAVE

PARTIAL DAY OF LEAVE ON WEDNESDAY OF THE "OT" WEEK. 4 HOURS TAKEN. 3CE AND ONLY 1 HOUR OF OT WILL BE PAID. NO OTHER ADJUSTEMENTS REQUIRED

REGULAR 12-HOUR SCHEDULE

FIRST WEEK (SHORT WEEK)

SECOND WEEK (OVERTIME WEEK)

	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI
REGULAR HOURS - 100	RDO	12	12	12		RDO	RDO	RDO	12	12	12	4	RDO	RDO
UNSCHEDULED HOURS - 101 OR 800												3 CE/1 OT*		
ANNUAL/HOLIDAY/COMP TAKEN -300, 324, 330					4 CT/AL/HL									
SICK LEAVE TAKEN - 310 or 311					NO SL									
ALL OTHER (SEE CODES BELOW)														

Note: \* Recording of overtime within this example is for illustration purposes only. Overtime shall be recorded according to the current compensation election selected by the employee pursuant to section 6.0 of this written instruction.

#9

IF NO OTHER COMP HAS BEEN ACCUMULATED, THE EMPLOYEE WILL NEED TO USE ANNUAL OR HOLIDAY LEAVE

6 HOURS TAKEN. NO OT HOURS WILL BE PAID, AND ONLY 2 COMP HOURS WILL BE EARNED.

REGULAR 12-HOUR SCHEDULE

FIRST WEEK (SHORT WEEK)

SECOND WEEK (OVERTIME WEEK)

	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI
REGULAR HOURS - 100	RDO	12	12	12		RDO	RDO	RDO	12	12	12	4	RDO	RDO
UNSCHEDULED HOURS - 101 OR 800												2 CE*		
ANNUAL/HOLIDAY/COMP TAKEN -300, 324, 330					4 CT/AL/HL									
SICK LEAVE TAKEN - 310 or 311					NO SL									
ALL OTHER (SEE CODES BELOW)														

Note: \* Recording of overtime within this example is for illustration purposes only. Overtime shall be recorded according to the current compensation election selected by the employee pursuant to section 6.0 of this written instruction.

#10

HOLIDAY OFF ON "REGULAR HOURS" DAY DURING THE "OT" WEEK. NOT SCHEDULE ADJUSTED HOLIDAY ENTRY IS HO 8. OT AND CE HOURS BECOME REGULAR HOURS THE EMPLOYEE WILL BE PAID 4 EXTRA HOURS

REGULAR 12-HOUR SCHEDULE

FIRST WEEK (SHORT WEEK)

SECOND WEEK (OVERTIME WEEK)

	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI
REGULAR HOURS - 100	RDO	12	12	12		RDO	RDO	RDO	12		12	12	RDO	RDO
UNSCHEDULED HOURS - 101 OR 800														
ANNUAL/HOLIDAY/COMP TAKEN -300, 324, 330					4 CT/AL/HL									
SICK LEAVE TAKEN - 310 or 311														
ALL OTHER (SEE CODES BELOW)										8 HO				

#11

HOLIDAY ON "REGULAR HOURS" DAY DURING THE "OT" WEEK.

REGULAR 12-HOUR SCHEDULE

FIRST WEEK (SHORT WEEK)

SECOND WEEK (OVERTIME WEEK)

	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI
REGULAR HOURS - 100	RDO	12	12	12		RDO	RDO	RDO	12	12	12	4	RDO	RDO
UNSCHEDULED HOURS - 101 OR 800												3 CE/5OT*		
ANNUAL/HOLIDAY/COMP TAKEN -300, 324, 330					4 CT/AL/HL									
SICK LEAVE TAKEN - 310 or 311														
ALL OTHER (SEE CODES BELOW)											HA 8			

Note: \* Recording of overtime within this example is for illustration purposes only. Overtime shall be recorded according to the current compensation election selected by the employee pursuant to section 6.0 of this written instruction.

#12

HOLIDAY OFF ON WEDNESDAY OF THE "OT" WEEK. NOT SCHEDULE ADJUSTED.  
HOLIDAY ENTRY IS HO 8. THE EMPLOYEE WILL BE PAID 4 EXTRA HOURS.

REGULAR 12-HOUR SCHEDULE

FIRST WEEK (SHORT WEEK)

SECOND WEEK (OVERTIME WEEK)

	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI
REGULAR HOURS - 100	RDO	12	12	12		RDO	RDO	RDO	12	12	12		RDO	RDO
UNSCHEDULED HOURS - 101 OR 800														
ANNUAL/HOLIDAY/COMP TAKEN -300, 324, 330					4 CT/AL/HL									
SICK LEAVE TAKEN - 310 or 311														
ALL OTHER (SEE CODES BELOW)												HO 8		

#13

HOLIDAY OFF ON MONDAY OF THE SHORT WEEK.

REGULAR 12-HOUR SCHEDULE

FIRST WEEK (SHORT WEEK)

SECOND WEEK (OVERTIME WEEK)

	SAT	SUN	MON	TUE	WED	THU	3 CE/ 5OT	SAT	SUN	MON	TUE	WED	THU	FRI
REGULAR HOURS - 100	RDO	12		12		RDO	RDO	RDO	12	12	12	4	RDO	RDO
UNSCHEDULED HOURS - 101 OR 800												3 CE/5 OT*		
ANNUAL/HOLIDAY/COMP TAKEN -300, 324, 330			4AL/CT/HL		4 CT/AL/HL									
SICK LEAVE TAKEN - 310 or 311														
ALL OTHER (SEE CODES BELOW)			8 HO											

Note: \* Recording of overtime within this example is for illustration purposes only. Overtime shall be recorded according to the current compensation election selected by the employee pursuant to section 6.0 of this written instruction.

#14

HOLIDAY ON MONDAY OF THE "OT WEEK"

REGULAR 12-HOUR SCHEDULE

FIRST WEEK (SHORT WEEK)

SECOND WEEK (OVERTIME WEEK)

	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI
REGULAR HOURS - 100	RDO	12	12	12		RDO	RDO	RDO	12	12	12	4	RDO	RDO
UNSCHEDULED HOURS - 101 OR 800												3 CE/5 OT*		
ANNUAL/HOLIDAY/COMP TAKEN -300, 324, 330					4CT/AL/HL									
SICK LEAVE TAKEN - 310 or 311														
ALL OTHER (SEE CODES BELOW)										8 HA				

Note: \* Recording of overtime within this example is for illustration purposes only. Overtime shall be recorded according to the current compensation election selected by the employee pursuant to section 6.0 of this written instruction.

#15

HOLIDAY ON THURSDAY OF THE SHORT WEEK

REGULAR 12-HOUR SCHEDULE

FIRST WEEK (SHORT WEEK)

SECOND WEEK (OVERTIME WEEK)

	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI
REGULAR HOURS - 100	RDO	12	12	12		RDO	RDO	RDO	12	12	12	4	RDO	RDO
UNSCHEDULED HOURS - 101 OR 800												3 CE/5 OT*		
ANNUAL/HOLIDAY/COMP TAKEN -300, 324, 330					4CT/AL/HL									
SICK LEAVE TAKEN - 310 or 311														
ALL OTHER (SEE CODES BELOW)						8 HA								

Note: \* Recording of overtime within this example is for illustration purposes only. Overtime shall be recorded according to the current compensation election selected by the employee pursuant to section 6.0 of this written instruction.

#15  
 CIVIC DUTY ON THE SHORT WEEK  
 8 HOURS CIVIC DUTY NOTED, 4 HOURS ANNUAL LEAVE TAKEN

REGULAR 12-HOUR SCHEDULE

FIRST WEEK (SHORT WEEK)

SECOND WEEK (OVERTIME WEEK)

	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI
REGULAR HOURS - 100	RDO	12	12			RDO	RDO	RDO	12	12	12	4	RDO	RDO
UNSCHEDULED HOURS - 101 OR 800												3 CE/5 OT*		
ANNUAL/HOLIDAY/COMP TAKEN -300, 324, 330				4 AL	4CT/AL/HL									
SICK LEAVE TAKEN - 310 or 311														
ALL OTHER (SEE CODES BELOW)				8 JD										

Note: \* Recording of overtime within this example is for illustration purposes only. Overtime shall be recorded according to the current compensation election selected by the employee pursuant to section 6.0 of this written instruction.