

CITY OF EUREKA

Category: PERSONNEL

POLICIES & PROCEDURES

Subject: ACCRUAL AND CHARGING OF VARIOUS LEAVE BENEFITS TO EMPLOYEES ON A 10-HOUR, FOUR-DAY SHIFT SCHEDULE

Date Adopted: March 16, 1974

File Number 3.94

POLICY OBJECTIVE

Establish procedures for the accrual or charging of leave benefits to employees working on a 10-hour, four-day shift basis.

ASSIGNED RESPONSIBILITY

City Manager, Director of Finance

APPLICABILITY

Applicable to those employees of the City of Eureka assigned to 10-hour, four-day shift schedules.

PROCEDURES

In general, all existing schedules for accrual of the various leaves shall apply to those positions working 10-hour shifts, and in all cases of either accruing or charging benefits to such positions, a work day shall consist of eight hours.

A. Usage:

Usage shall be deducted on the basis of hours, thus, if an employee is absent from work on an approved leave for one 10-hour shift, one and two eighths (1-2/8) days or ten (10) hours shall be deducted from the appropriate accumulation account.

In the event a fraction of a 10-hour shift is taken, the following table shall be used to charge usage:

<u>Hours Taken</u>	<u>Days Fractional Usage</u>
1	1/8
2	2/8
3	3/8
4	4/8
5	5/8
6	6/8
7	7/8
8	1
9	1-1/8
10	1-2/8

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B. Holidays:

For those persons assigned to a ten-hour, four-day shift schedule, a holiday shall be charged as eight hours. If a full ten-hour shift is taken for a holiday, the two additional hours taken shall be charged against accumulated compensating time off or shall be made up by the employee, at the discretion of the Department Head.