Pay Period		Timesheet Deadlines		FLSA - Sworn Patrol		FLSA 9/80 SCH	
Start	End	Due	Time	Start	End	Start	End
12/18/2013	12/31/2013	12/31/2013	1000	1/13/2014	2/5/14	1/1/2014	1/28/14
1/1/2014	1/14/2014	1/15/2014	1200	2/6/2014	3/1/14	1/29/2014	2/25/14
1/15/2014	1/28/2014	1/29/2014	1200	3/2/2014	3/25/14	2/26/2014	3/25/14
1/29/2014	2/11/2014	2/12/2014	1200	3/26/2014	4/18/14	3/26/2014	4/22/14
2/12/2014	2/25/2014	2/26/2014	1200	4/19/2014	5/12/14	4/23/2014	5/20/14
2/26/2014	3/11/2014	3/12/2014	1200	5/13/2014	6/5/14	5/21/2014	6/17/14
3/12/2014	3/25/2014	3/26/2014	1200	6/6/2014	6/29/14	6/18/2014	7/29/14
3/26/2014	4/8/2014	4/9/2014	1200	6/30/2014	7/23/14	7/30/2014	8/26/14
4/9/2014	4/22/2014	4/23/2014	1200	7/24/2014	8/16/14	8/27/2014	9/23/01
4/23/2014	5/6/2014	5/7/2014	1200	8/17/2014	9/9/14	9/24/2014	10/21/14
5/7/2014	5/20/2014	5/21/2014	1200	9/10/2014	10/3/14	10/22/2014	11/18/14
5/21/2014	6/3/2014	6/4/2014	1200	10/4/2014	10/27/14	11/19/2014	12/30/14
6/4/2014	6/17/2014	6/18/2014	1200	10/28/2014	11/20/14		
6/18/2014	7/1/2014	7/2/2014	1200	11/21/2014	12/14/14		
7/2/2014	7/15/2014	7/16/2014	1200	12/15/2014	1/7/15		
7/16/2014	7/29/2014	7/30/2014	1200				
7/30/2014	8/12/2014	8/13/2014	1200				
8/13/2014	8/26/2014	8/27/2014	1200				
8/27/2014	9/9/2014	9/10/2014	1200				
9/10/2014	9/23/2014	9/24/2014	1200				
9/24/2014	10/7/2014	10/8/2014	1200				
10/8/2014	10/21/2014	10/22/2014	1200				
10/22/2014	11/4/2014	11/5/2014	1200				
11/5/2014	11/18/2014	11/19/2014	1200				
11/19/2014	12/2/2014	12/3/2014	1200				
12/3/2014	12/16/2014	12/17/2014	1200				
12/17/2014	12/30/2014	12/30/2014	**1000**				

Sworn 4/2 schedule must have 8 furloughs in a 24 day FLSA period. 5/2 schedule must have 6 furloughs in a 24 day FLSA period. 6/2 schedule must have 6 furloughs in a 24 day FLSA period. **Civilians** - Refer to contract language.

*****Employees on a 9/80 schedule may not move their 8 hour furlough or 8 hour work day.**

ERN CD	Timesheet Coding
92	Emp S/L - FML (pay)
93	Family S/L - FML (pay)
94	Vacation - FML (pay)
96	Executive Lv - FML (pay)
98	Comp Time Taken - FML (pay)
FM	Family Leave (without pay) Contact Patricia Howard for info.
AA	Working
AB	Holiday Premium pay (1 1/2 times for sworn.)
AL	Administrative Leave with pay.
AW	Absent without authorization (supervisory paperwork required)
CA	Out of class regular work
CB	Out of class premium pay - **holidays** only.
DA	Suspension
EL	Emergency Leave - Free day (Non sworn only, check contract)
FT	Flex time (Captains only)
GB	Out of class overtime
GO	Guild Day
IA	On-duty injuiry **LEOFF I ONLY**
JA	Jury Duty
KA	Holiday (Hourly increments)
LA	Comp time taken (Any increment)
LB	Furlough Used
LD	Limited Duty
LX	Executive Leave (Captains & APEX/SAM emps.)
MA	Military Leave (paperwork required, contact Personnel Records)
RA	Funeral Leave (form 2.26 CS 21.836 required)
RB	Funeral Leave charged to sick leave
RE	Employee Recognition Day (Send certificate to Payroll.)
RT	Release Time (Sworn only)
SA	Sick (hourly increment)
SB	Sick Dependent (hourly increment)
SD	Sick **(LEOFF I)**
SP	Special Duty
TR	Training
VA	Vacation (hourly increment)
VR	Vacation w/intent to retire (civilians)
WA	Leave without pay (pre approved) Contact Personnel Records
WD	Worker's Comp (L&I) **NON**-LEOFF I MEMBERS (paperwork required)
WI	Insufficient time balance available.
WS	Insufficient sick leave balance available.

2014 City Observed Holidays	
1/1/2014	New Years Day
1/20/2014	Martin Luther King, Jr.'s Birthday
2/17/2014	Presidents Day
5/26/2014	Memorial Day
7/4/2014	Independence Day
9/1/2014	Labor Day
11/11/2014	Veteran's Day **(Non-premium)**
11/27/2014	Thanksgiving Day
11/28/2014	Day following Thanksgiving
12/25/2014	Christmas Day
	16 hours personal holiday

Phone numbers:	
4-5476	Jackie Reinen - Payroll Supv
6-4127	Payroll - Jesica DiCione
4-5457	Payroll - Lea Munar
4-8781	Heidi Wood - Benefits Supv
5-1238	Kris Frerichs - Benefits
4-8690	Linda Bailey - Selections
4-5466	Wellness & Accountability Lt. Caylor
4-8897	Patricia Howard - FMLA
4-0963	Carolyn Palmer - L&I
386-9022	HR Fax number

SPOG and SPMA members use 1-1, 7-4 & 12-25 as actual holidays. (Check contract.)
Maximum holiday accrual = 96 hours for all employees (8 hours earned per holiday)