

# SANTA ANA POLICE DEPARTMENT

DAVID VALENTIN · CHIEF OF POLICE

## TRAINING BULLETIN

"Education promotes professional and responsive law enforcement"

### Use of the Revised Non-Regular Time Report (CHIT)

#### Purpose

The Non-Regular Time Report chit allows for the timely posting by Fiscal of time taken off (sick, personal necessity, vacation, time off, etc.) to the City's attendance report (payroll) and the posting of overtime and comp-time earned. This chit provides the employee with the opportunity to retain a "hard copy" of their requests for their personal record.

The chit is a three-part NCR form (white, pink and canary) and is to be used anytime an employee takes time off, *including time off scheduled on the monthly projections (Speedshift)*. It will also be used for paid overtime, comp-time earned, schedule changes, "B" days, travel/training and donation to or use of the Police Officer Association's comp-bank. The chit provides verification that time has been taken or earned, by requiring both the employee and supervisor to sign it, and provides the employee with a written copy of their request.

Print Legibly Name: _____ <small>Last First</small>		Badge # _____ Emp. # _____		Fiscal Use Only	
Beg. Shift Date _____ End Shift Date _____ Beg. Time _____ End Time _____				Team _____ Watch _____	
<b><u>TIME EARNED</u></b> <input type="checkbox"/> Overtime Paid <input type="checkbox"/> Comp-time Earned <input type="checkbox"/> Court-time Paid <input type="checkbox"/> Court-time Comp <input type="checkbox"/> Stand-by Other Comp		<b><u>TIME OFF</u></b> <input type="checkbox"/> Sick <input type="checkbox"/> Time-off (POA only) <input type="checkbox"/> Vacation (non-POA) <input type="checkbox"/> Holiday <input type="checkbox"/> Vacation - Management Time <input type="checkbox"/> Comp-time Used <input type="checkbox"/> Floating Holiday (non-POA) <input type="checkbox"/> Personal Necessity <input type="checkbox"/> Jury Duty <input type="checkbox"/> Bereavement <input type="checkbox"/> IOD <input type="checkbox"/> Suspension <input type="checkbox"/> Suspension (Options) <input type="checkbox"/> Military Leave <input type="checkbox"/> Auth. Absence W/O Pay <input type="checkbox"/> Travel/Training (not "in-house") <small>includes travel for extradition/investigation &amp; other City business</small> <input type="checkbox"/> Administrative Leave with Pay		<b>DESCRIPTION:</b> _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	
<b><u>POA USE</u></b> <input type="checkbox"/> Comp-bank Time Used		<input type="checkbox"/> Schedule Change <input type="checkbox"/> Reinstatement Time <small>give complete description in description area</small>		Employee Signature _____ Date _____	
Original Date _____ Change Date _____		<input type="checkbox"/> Overtime paid account to charge if other than "home account"		Employee Supervisor Approval _____ Date _____	
				Sect. Lt./Mgr. Approval (if necessary) _____ Date _____	
				Person completing form if other than employee & date _____	
				Hours Approved _____	

Forward white and canary copies to Fiscal, pink copy is for employee.

## Procedures

An employee requesting time off or overtime/ comp-time earned shall complete the required sections of the chit. When the chit is completed the employee may retain the pink copy for their personal record and submit the white and canary copies to their immediate supervisor for approval. Please *note that the submission of the chit does not necessarily mean that it will automatically be approved.* When the chit is approved the white and canary copies shall be immediately sent to the Fiscal Office.

### I. Overtime/Comp-Time Requested

When an employee earns overtime or comp-time he or she is to complete the required sections of the chit. The employee may retain the pink copy of the chit for their records at this time. The chit is then submitted to the manager who has the authority to approve that division's overtime or comp-time. When the chit is approved the white (when signed by the employee) or the canary copy (if the employee is unavailable) shall be sent immediately to Fiscal.

Print Legibly Name: <u>Doe</u> <u>John</u> Badge # <u>1234</u> Emp. # _____ <small>Last First</small>		Fiscal Use Only	
Beg. Shift Date <u>2/16/09</u> End Shift Date _____ Beg. Time <u>1500</u> End Time <u>1800</u>		Team <u>1</u> Watch _____	
<b>TIME EARNED</b> <input checked="" type="checkbox"/> Overtime Paid <input type="checkbox"/> Comp-time Earned <input type="checkbox"/> Court-time Paid <input type="checkbox"/> Court-time Comp <input type="checkbox"/> Stand-by Other Comp	<b>TIME OFF</b> <input type="checkbox"/> Sick <input type="checkbox"/> Time-off (POA only) <input type="checkbox"/> Vacation (non-POA) <input type="checkbox"/> Holiday <input type="checkbox"/> Vacation - Management Time <input type="checkbox"/> Comp-time Used <input checked="" type="checkbox"/> Floating Holiday (non-POA) <input type="checkbox"/> Personal Necessity <input type="checkbox"/> Jury Duty <input type="checkbox"/> Bereavement <input type="checkbox"/> IOD <input type="checkbox"/> Suspension <input type="checkbox"/> Suspension (Options) <input type="checkbox"/> Military Leave <input type="checkbox"/> Auth. Absence W/O Pay <input type="checkbox"/> Travel/Training (not "in-house") <input type="checkbox"/> Administrative Leave with Pay	<b>DESCRIPTION:</b> <u>End of Watch-Late Call</u>	
<b>POA USE</b> <input type="checkbox"/> Comp-bank Time Used	<input type="checkbox"/> Schedule Change <input type="checkbox"/> Reinstate Time <i>give complete description in description area</i>	Employee Signature: <u>John Doe</u> Date <u>2/16/09</u>	
Original Date _____ Change Date _____		Employee Supervisor Approval: <u>Sgt. Supervisor</u> Date <u>2/16/09</u>	
Overtime paid account to charge if other than "home account" <u>Patrol</u>		Sect. Lt./Mgr. Approval (if necessary): <u>Lt. Manager</u> Date <u>2/16/09</u>	
Person completing form if other than employee & date		Hours Approved <u>3</u>	

1. Fill out name, badge no., beginning & thru date
2. Check the type of time earned

3. Enter a description for time earned
4. Employee's signature
5. Lt./Mgr./Supervisor approval & number of hours approved
6. Section overtime earned is being charged to & that section's managers approval

## II. Scheduled Time Off

Scheduled time off is projected on the monthly schedule (Speedshift). These requests are normally initiated by use of a memorandum to the employee's immediate supervisor. The submission of a chit will eliminate the need for a memo. These chits may be held until the sections monthly schedules are completed. At that time the chits are to be immediately forwarded to the Fiscal Office.

Print Legibly Name: <u>Doe</u> <u>John</u> Badge # <u>1234</u> Emp. # <u>1</u> <small>Last First</small>		Fiscal Use Only	
Beg. Shift Date <u>3/2/09</u> End Shift Date <u>3/13/09</u> Beg. Time _____ End Time _____			
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <b>TIME EARNED</b>  <input type="checkbox"/> Overtime Paid  <input type="checkbox"/> Comp-time Earned  <input type="checkbox"/> Court-time Paid  <input type="checkbox"/> Court-time Comp  <input type="checkbox"/> Stand-by Other Comp         </td> <td style="width: 50%; border: none;"> <b>TIME OFF</b>  <input type="checkbox"/> Sick  <input type="checkbox"/> Time-off (POA only)  <input checked="" type="checkbox"/> Vacation (non-POA)  <input type="checkbox"/> Holiday  <input type="checkbox"/> Vacation - Management Time  <input checked="" type="checkbox"/> Comp-time Used  <input type="checkbox"/> Floating Holiday (non-POA)  <input type="checkbox"/> Personal Necessity  <input type="checkbox"/> Jury Duty  <input type="checkbox"/> Bereavement  <input type="checkbox"/> IOD  <input type="checkbox"/> Suspension  <input type="checkbox"/> Suspension (Options)  <input type="checkbox"/> Military Leave  <input type="checkbox"/> Auth. Absence W/O Pay  <input type="checkbox"/> Travel/Training (not "in-house")  <small>includes travel for extradition/investigation &amp; other City business</small>  <input type="checkbox"/> Administrative Leave with Pay         </td> </tr> </table>	<b>TIME EARNED</b> <input type="checkbox"/> Overtime Paid <input type="checkbox"/> Comp-time Earned <input type="checkbox"/> Court-time Paid <input type="checkbox"/> Court-time Comp <input type="checkbox"/> Stand-by Other Comp	<b>TIME OFF</b> <input type="checkbox"/> Sick <input type="checkbox"/> Time-off (POA only) <input checked="" type="checkbox"/> Vacation (non-POA) <input type="checkbox"/> Holiday <input type="checkbox"/> Vacation - Management Time <input checked="" type="checkbox"/> Comp-time Used <input type="checkbox"/> Floating Holiday (non-POA) <input type="checkbox"/> Personal Necessity <input type="checkbox"/> Jury Duty <input type="checkbox"/> Bereavement <input type="checkbox"/> IOD <input type="checkbox"/> Suspension <input type="checkbox"/> Suspension (Options) <input type="checkbox"/> Military Leave <input type="checkbox"/> Auth. Absence W/O Pay <input type="checkbox"/> Travel/Training (not "in-house") <small>includes travel for extradition/investigation &amp; other City business</small> <input type="checkbox"/> Administrative Leave with Pay	Team _____ Watch _____ <b>DESCRIPTION:</b> <u>Vacation</u> <u>Use 40hrs Vacation</u> <u>And 40hrs Comp-time</u>
<b>TIME EARNED</b> <input type="checkbox"/> Overtime Paid <input type="checkbox"/> Comp-time Earned <input type="checkbox"/> Court-time Paid <input type="checkbox"/> Court-time Comp <input type="checkbox"/> Stand-by Other Comp	<b>TIME OFF</b> <input type="checkbox"/> Sick <input type="checkbox"/> Time-off (POA only) <input checked="" type="checkbox"/> Vacation (non-POA) <input type="checkbox"/> Holiday <input type="checkbox"/> Vacation - Management Time <input checked="" type="checkbox"/> Comp-time Used <input type="checkbox"/> Floating Holiday (non-POA) <input type="checkbox"/> Personal Necessity <input type="checkbox"/> Jury Duty <input type="checkbox"/> Bereavement <input type="checkbox"/> IOD <input type="checkbox"/> Suspension <input type="checkbox"/> Suspension (Options) <input type="checkbox"/> Military Leave <input type="checkbox"/> Auth. Absence W/O Pay <input type="checkbox"/> Travel/Training (not "in-house") <small>includes travel for extradition/investigation &amp; other City business</small> <input type="checkbox"/> Administrative Leave with Pay		
<b>POA USE</b> <input type="checkbox"/> Comp-bank Time Used  <input type="checkbox"/> Schedule Change <input type="checkbox"/> Reinstatement Time <small>give complete description in description area</small>	Employee Signature: <u>John Doe</u> Date <u>2/18/09</u> Employee Supervisor Approval: <u>Sgt. Supervisor</u> Date <u>2/18/09</u> Sect. Lt./Mgr. Approval (if necessary) _____ Date _____		
Original Date _____ Change Date _____ Overtime paid account to charge if other than "home account" _____		Hours Approved <div style="text-align: center; font-size: 24px; font-weight: bold;">80</div>	

1. Fill out name, badge no., beginning & thru date
2. Check the type of time being taken
3. Enter a description for time taken
4. Employee's signature
5. Lt. /Mgr. /Supervisor approval and number of hours away from work (excluding normal days off)

## III. Called In Requests

In the event an employee is unable to complete the chit in advance, (due to illness, personal necessity, etc.) the chit shall be completed by the person receiving the call. The chit is given to the employee's supervisor for approval. The supervisor forwards the canary (second) copy of the chit to the Fiscal Office immediately for posting. This copy will be placed in a "tickler file" until the white copy of the chit is received. The white and pink copies are held until the employee returns to work. When the employee returns to work it is the employee's supervisor's responsibility to have the employee verify the description of the absence and type of time that was taken, sign the chit, and *immediately* forward the white copy to the Fiscal Office. The remaining pink copy is for the employee's records.

**Note:** All PN chits must provide a specific description as to the reason for requesting PN in accordance with the employee's current MOU, though no medical condition should be asked for or described on the chit. All PN chits must be approved by a Manager

Print Legibly Name: <u>Doe</u> <u>John</u> Badge # <u>1234</u> Emp. # <u>1</u> <small>Last First</small>		Fiscal Use Only	
Beg. Shift Date <u>2/16/09</u> End Shift Date _____ Beg. Time <u>0700</u> End Time <u>1600</u>			
<b>TIME EARNED</b> <input type="checkbox"/> Overtime Paid <input type="checkbox"/> Comp-time Earned <input type="checkbox"/> Court-time Paid <input type="checkbox"/> Court-time Comp <input type="checkbox"/> Stand-by Other Comp		<b>TIME OFF</b> <input checked="" type="checkbox"/> Sick <input type="checkbox"/> Time-off (POA only) <input type="checkbox"/> Vacation (non-POA) <input type="checkbox"/> Holiday <input type="checkbox"/> Vacation - Management Time <input type="checkbox"/> Comp-time Used <input type="checkbox"/> Floating Holiday (non-POA) <input type="checkbox"/> Personal Necessity <input type="checkbox"/> Jury Duty <input type="checkbox"/> Bereavement <input type="checkbox"/> IOD <input type="checkbox"/> Suspension <input type="checkbox"/> Suspension (Options) <input type="checkbox"/> Military Leave <input type="checkbox"/> Auth. Absence W/O Pay <input type="checkbox"/> Travel/Training (not "in-house") <small>includes travel for extradition/investigation &amp; other City business</small> <input type="checkbox"/> Administrative Leave with Pay	
<b>POA USE</b> <input type="checkbox"/> Comp-bank Time Used		Team <u>1</u> Watch _____	
<input type="checkbox"/> Schedule Change <input type="checkbox"/> Reinstatement Time <small>give complete description in description area</small>		<b>DESCRIPTION:</b> Sick	
<small>Original Date</small> _____ <small>Change Date</small> _____		<i>John Doe</i> Employee Signature Date <u>2/17/09</u>	
Overtime paid account to charge if other than "home account"		<i>Sgt. Supervisor</i> Employee Supervisor Approval Date <u>2/16/09</u>	
_____		Sect. Lt./Mgr. Approval (if necessary) Date _____	
_____		<i>Jane Smith</i> Person completing form if other than employee & date	
_____		Hours Approved 8	

1. Fill out name, badge no., beginning & thru date
2. Check the type of time being taken
3. Enter a description for time taken
4. Person receiving called in request information
5. Lt./Mgr./Supervisor approval and number of hours away from work

**When Employee Returns to Work**

6. Employee verifies information on chit and signs chit

## IV. Consecutive Days Off

In the event a single request for time off is for multiple consecutive days off, only a single chit is needed. The dates used on the chit are inclusive, from the first day off through the last day off.

As an example, if the dates "3/29/93 thru 4/2/93" appear on the chit, it is interpreted as being absent from work beginning 3/29/93 through and including 4/2/93, and the employee will return to work on 4/3/93, unless this is his or her normal day off. If an employee has "normally scheduled" days off that fall within that time period, he or she is to note those days in the description portion of the chit. The total hours being requested are the "net" hours absent, excluding the "normally scheduled" days off. A two week vacation may be for 80 hours (10 working days) even though employee may not return to work for 14 actual days, (including normal days off).

## V. Combining Various Types of Time Used

A single chit may be used if an employee is combining various types of time off. As an example, an absence of 80 hours which includes 40 hours of vacation, 24 hours of holiday and 16 hours of comp-time will only require one chit to be completed. Just check the appropriate boxes and note the breakdown of hours in the description portion of the chit.

## VI. Authorized Increments for Time Used

The minimum increment for time used is as follows: Holidays 1/2-hour increments, Non-POA full-day increments, and Comp-time 1/2-hour increments.

## Summary

The Non-Regular Time Report (CHIT) provides an efficient means to account for an employee's time off, and overtime/comp-time earned. It eliminates the need for multiple chits when consecutive days off are taken and/or multiple types of time are used. It provides verification, by the employee, of his or her request and offers a "hard copy" for their personal records. The chit provides documentation for all time off *including* time that is projected on the monthly schedule.

Questions concerning the use of the (CHIT) should be directed to the Fiscal Office.

**Acknowledgment:** This Training Bulletin was prepared by the Police Fiscal Office, Administration Bureau 3/16/93.

**Date Revised:** 5-4-04

**Revised by:** Police Fiscal Officer