

CHAPTER 28
ATTENDANCE REPORTING
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CHAPTER 28

ATTENDANCE REPORTING

1. GENERAL.

a. This chapter provides information to assist commands with the attendance reporting process. There are two types of attendance reporting: automated and nonautomated.

(1) All employees, except officers and sergeants, report attendance using the automated CHP 71, Attendance Report, manual process. The Office of Primary Interest (OPI) is the Human Resources Section (HRS), Personnel Transactions Unit (PTU), within the Personnel Management Division.

(2) Officers and sergeants report attendance using the CHP 415, Daily Field Record. The CHP 415 is entered into the Activity Tracking System (ATS), which is a function of the Dashboard Reporting System (Dashboard). The OPI is the Information Technology Section (ITS) within the Information Management Division.

b. Responsibility of Commander. Commanders are responsible for ensuring that employees work, or otherwise account for, the required number of hours for each pay period, and that accurate attendance information is reported for employees in their command. Attendance reports submitted with inaccurate information may result in salary overpayments.

c. Pay Periods.

(1) General. The pay periods are established by the Department of Finance (DOF). The calendar year is divided into 12 nearly equal pay periods. Each pay period contains either 21 or 22 working days, including holidays which are considered as working days for pay purposes.

(2) Pay and Direct Deposit Posting Dates. A Pay Periods Information chart is located on the California Highway Patrol (CHP) Intranet > Resources > Calendar > FLSA Work/Pay Period Calendars (select the current year under "Pay Periods"). The chart is updated in November or December of each year and provides the following: the beginning and ending dates in the pay period; the deadline for submitting preliminary attendance reports to the HRS, PTU; total days to be paid; required number of hours of work; number of Saturdays and Sundays; pay dates; and direct deposit posting dates.

(3) Action Required. **In compliance with Section 207 of the Labor Code (LC), the command shall make a copy of the State of California Pay Periods Information chart and add the command name and address at the bottom of the chart. The chart shall be posted in a prominent location accessible to all employees.**

2. ATTENDANCE REPORTS REQUIRED FROM COMMANDS.

a. Preliminary Attendance Report. The preliminary attendance report is a report of all separations, leaves of absence (using leave credits or unpaid), and dock that occurred during the pay period through a specified deadline date. In addition, all separations, leaves of absence (using leave credits or unpaid), and dock anticipated after the deadline date through the last day of the pay period shall be reported.

NOTE: The deadline date is provided in the State of California Pay Periods Information chart referred to in paragraph 1.c.(2).

(1) On the Deadline for Preliminary Attendance Reports date, each command shall submit a preliminary attendance report to their assigned Personnel Specialist in the HRS, PTU.

(2) When an employee does not have accumulated credits to cover an absence and it is not possible to determine the date of return to work, the employee shall be reported on dock through the last day of the pay period.

(3) The accuracy of the preliminary report is very important since payroll will be prepared based on the preliminary attendance report.

b. Supplemental Reports Following Preliminary Report.

(1) Following the deadline date for the preliminary report, all commands shall notify the HRS, PTU, **immediately** of any separations which were not included in the preliminary report.

(2) If an employee was reported on dock through the end of the pay period on the preliminary report and returns to work before the end of the pay period, **the command shall notify the HRS, PTU, immediately**. A supplemental warrant covering the unpaid salary balance will normally be issued within 14 working days after the end of the pay period for excluded employees. Represented employees should refer to the appropriate Bargaining Unit (BU) Memorandum of Understanding (MOU).

c. Final Attendance Reports. Final attendance reports shall be submitted to the HRS, PTU, the day following the last day of the pay period. The final report shall include **all** separations and/or dock that occurred during the pay period, in addition to those previously reported on the preliminary and/or supplemental attendance reports. Changes to items previously listed on the preliminary attendance report shall be in “red.”

NOTE: Salary warrants for employees who are docked or separated after the submission of the preliminary attendance report shall be returned to the Fiscal Management Section (FMS). **The HRS, PTU, shall be advised of any salary warrants being returned.**

d. How to Transmit Reports.

(1) Commands shall send reports by e-mail to their assigned Personnel Specialist in the HRS, PTU. Telephone calls may not be used to submit the attendance reports, unless e-mail is unavailable.

(2) Reports should list each employee on a separate line and provide the employee’s departmental ID number, the date(s) and hours to be docked, or the date and time of separation. The pay period should be shown on the subject line of the report. For example:

Subject: Dock and Separations for 11/24 pay period:

Name	ID#	8 (5 hours), 12 (2 hours), 16 (4 hours)
Name	ID#	13 (1 hour), 19-23 (8 hours each day)
Name	ID#	Separated—Close of business, November 4, 2024
Name	ID#	Separated—1300 hours, November 11, 2024

3. NONAUTOMATED ATTENDANCE REPORTING—EMPLOYEES EXEMPT FROM FAIR LABOR STANDARDS ACT, WORK WEEK GROUPS E AND SE.

a. Employees in Work Week Groups (WWG) E and SE are exempt from the Fair Labor Standards Act (FLSA). (Refer to Annex A.)

b. Work Policy for Fair Labor Standards Act—Exempt Employees. State employees who are exempt from the FLSA are not hourly workers. The

compensation they receive from the state is based on the premise that they are expected to work as many hours as is necessary to provide the public services for which they were hired. Consistent with the professional status of these employees, they are accountable for their work product and for meeting the objectives of the agency for which they work.

- (1) Management determines the product, services, and standards which must be met by the FLSA-exempt employees (consistent with the current BU MOUs).
- (2) The salary paid to the FLSA-exempt employees is full compensation for all hours worked in providing the product or service.
- (3) The FLSA-exempt employees are not authorized to receive any form of overtime compensation, whether formal or informal.
- (4) The FLSA-exempt employees are expected to work, within reason, as many hours as necessary to accomplish their assignments or fulfill their responsibilities.
- (5) Consistent with the services which management has determined must be provided, the FLSA-exempt employees are to be given discretion in establishing their work hours. Employees are responsible for keeping management apprised of their schedule and whereabouts, must receive approval from management for the use of formal leave (e.g., vacation, sick leave, annual leave, personal leave) and for absences of one day or more, and must respond to directions from management to complete work assignments by specific deadlines.
- (6) Consistent with the salaried nature of the FLSA-exempt employees, these employees:
 - (a) Shall not be charged any paid leave for absences in less than whole day increments.
 - (b) Shall not be docked for absences of less than a day.
 - (c) Shall not have absences of less than a day recorded for attendance record-keeping or compensation purposes. The leave types that are exceptions are the following: Industrial Disability Leave, Temporary Disability, Section 4800.5 LC time, and Family and Medical Leave Act/California Family Rights Act. These leaves shall be recorded as partial days.

(d) Shall not be subject to a disciplinary action suspension in less than full week increments unless there is a violation of a major safety rule.

c. The FLSA-exempt employees are expected to be at their workplace during their usual work hours and to keep their supervisors informed of where and how they can be reached when they are away from the workplace. Employees will provide their supervisors with an itinerary when requested.

d. Management approval of all full-day absences is required.

e. No formal or informal record of time worked shall be kept for payroll and attendance purposes.

4. NONAUTOMATED ATTENDANCE REPORTING—EMPLOYEES SUBJECT TO FAIR LABOR STANDARDS ACT, WORK WEEK GROUP 2.

a. Nonuniformed employees in classifications not identified in Annex A are in WWG 2. It is the policy of the state that the workweek of an employee in WWG 2 shall be 40 hours and the workday 8 hours.

b. Standard Work Week. The standard workweek (7-day, 40-hour workweek) is Sunday through Saturday. Monthly salary rates and working hours required are based on a Monday through Friday schedule with Saturdays and Sundays as regular days off (RDO). Employees who are assigned RDOs other than Saturday and Sunday are “irregular workweek” employees. (Refer to paragraph 4.d.)

c. Alternate Work Week Program. The Alternate Work Week (AWW) program provides the flexibility of work hours for **full-time** employees while continuing to maintain operating efficiency, productivity, and effective services to the public and other state agencies.

(1) Represented Employees. Refer to the appropriate BU MOU. If AWW guidelines are not contained in the MOU, the following procedures shall apply:

(a) Policy. The decision to implement an AWW schedule is at the discretion of the commander with Division concurrence. Commanders shall establish core hours (the period during each day employees are required to be at their work locations).

(b) Definitions. The AWW schedules are defined as workweeks with 9-, 10-, or 12-hour workdays. The AWW schedules utilized by the Department for nonuniformed employees are described below:

1 4/10. An employee works the required 40-hour minimum workweek in four 10-hour days during the standard workweek. The day off may vary from week to week. (Refer to Annex B.)

2 9/40. An employee works the required 40-hour minimum workweek in four 9-hour days and one 4-hour day during the standard workweek. The 4-hour day may vary from week to week. (Refer to Annex C.)

3 9/80. An employee works eight 9-hour days and one 8-hour day in a 2-week period with one day off every other week. The 8-hour day shall be the same day of the week as the day off. Employees approved for a 9/80 AWW will be required to adjust the start of their workweek to ensure that they do not work over 40 hours in any consecutive 7-day period. The workweek would be adjusted to start at the middle of the 8-hour day or day off. (Refer to Annex D.)

4 3/12 (Modified)—Public Safety Dispatchers and Public Safety Operators. An employee works six 12-hour days and one 8-hour day in a 2-week period with one extra day off every other week. The 8-hour day shall be the same day of the week as the extra day off. Employees approved for the 3/12 (modified) AWW will be required to adjust the start of their workweek to ensure that they do not work over 40 hours in a consecutive 7-day period. The workweek would be adjusted to start at the middle of the 8-hour day. (Refer to Annex E.)

(2) Notification.

(a) Employee Responsibility. An employee shall submit a CHP 65, Alternate Work Week Certification - Nonuniformed, to the commander to request initial participation, change, or termination of an AWW schedule.

(b) CHP 65, Alternate Work Week Certification - Nonuniformed. When an employee has been approved for an AWW schedule, or an AWW schedule has been terminated, a copy of the approved CHP 65 shall be retained in the command's general file.

(c) Command-Initiated Changes. When a command implements, changes, or terminates an AWW schedule, the commander is responsible for sending memorandum to the Division, with a carbon copy (cc) to the Office of Employee Relations (OER), and the appropriate Commissioner. In addition, the OER shall be notified by memorandum in accordance with Highway Patrol Manual (HPM) 9.1, Employee Relations Manual, Chapter 11, Obligation to Meet-and-Confer.

(3) Effective Date. Employees may start an AWW schedule either at the beginning of a pay period or at the beginning of a workweek. Commanders are responsible for reviewing the proposed effective date as it may impact overtime and/or excess hours.

(4) Excess Hours. An AWW schedule does not change the required number of hours in a pay period; however, AWW scheduling can sometimes result in a difference of hours worked in a pay period. These hours are referred to as "excess hours."

(a) "Plus excess hours" are earned when an employee has worked more hours than required in a pay period. When an employee has not worked the required hours in a pay period, the difference in the number of hours worked and hours required is called "minus excess hours." Plus excess hours are used to offset the difference. If the employee does not have sufficient plus excess hours, the employee shall charge leave credits and/or dock.

1 Plus excess hours earned are considered regular time worked for overtime purposes and will be carried as a credit to the next pay period. Minus excess hours are not considered time worked for overtime purposes and are not carried over to the next pay period.

2 To ensure an employee has enough excess hours to use when the employee does not work the required hours, employees should maintain a balance of 16-40 hours.

3 With the commander's approval, plus excess hours can be used in lieu of vacation/annual leave, sick leave, or compensating time off (CTO).

NOTE: Bargaining Unit 7 employees may not use excess hours in lieu of vacation/annual leave.

4 Plus excess hours can be earned or used in hourly increments.

5 Plus excess hours can be carried indefinitely.

6 At the termination of an AWW schedule, the plus excess hours balance shall remain on the books until used.

7 Plus excess hours are not overtime; therefore, upon separation or transfer out of the Department, plus excess hours will be paid at a straight-time rate.

(5) Eight-Hour Days. An employee on an AWW schedule may schedule 8-hour workdays only for training days, staff meetings, and jury duty. The employee shall charge additional time to available leave credits in order to supplement the remainder of the scheduled workday. In the case of jury duty, an employee who does not serve a full day or who is placed on "on-call" status may be required or allowed to return to work pursuant to the appropriate BU contract.

(6) Schedule Changes.

(a) 4/10 or 9/40 Alternate Work Week Program Schedule Changes.

Employees may change a 4/10 or 9/40 AWW schedule either at the beginning of a pay period or at the beginning of a workweek.

Commanders are responsible for reviewing the proposed effective date as it may impact overtime and/or excess hours.

(b) 9/80 or 3/12 Alternate Work Week Program Schedule Changes.

Changes to an employee's 9/80 or 3/12 AWW schedule shall be reviewed to ensure the employee does not exceed 40 hours in the workweek.

When a schedule change results in a shortened workweek, less than 40 hours, any overtime worked during the short workweek may be earned at a straight-time rate.

(c) Temporary Schedule Change by Commander. Commanders may effect an immediate temporary change or suspension of an AWW schedule without prior notice to the employee. The employee's workweek is not changed when the commander effects a temporary schedule change.

(d) Permanent Schedule Change by Commander. For permanent changes, commanders shall provide the employee with a 30-day notification.

(7) Transfers. When an employee accepts a transfer from one command to another, the gaining command shall verify the employee's schedule with the losing command to ensure the remainder of the workweek will be scheduled properly.

(8) Holidays. If a holiday falls on a regularly scheduled workday and the employee does not work, the employee will receive up to eight hours of credit for the holiday. (Refer to Annex F.) Alternate Work Week employee(s) shall utilize other available leave credits to complete the number of hours required for the scheduled workday.

(9) Injury (Questionable, Industrial, or Nonindustrial). When an employee is on Industrial Disability Leave (IDL), with or without supplementation, Temporary Disability (TD), NDI, SDI, injury leave credits, or using leave credits, the AWW schedule shall revert to a **standard workweek**. This change shall start at the beginning of the workweek following the last day worked.

(10) Leave Credits Usage. When an employee on an AWW schedule is absent, leave credits, including holiday credits and excess hours, shall be charged according to the employee's AWW schedule. For example, employees on a 9/80 or 9/40 AWW schedule absent on a day they are required to work 9 hours, shall charge 9 hours of leave credits.

(11) Bereavement Leave. Refer to Chapter 21, Sick Leave and Bereavement Leave, of this manual, and the employee's BU MOU for provisions regarding bereavement leave usage. Unless otherwise stated in the MOU, paid bereavement leave shall not exceed three days (24 hours) per occurrence.

(a) Employee on Alternate Work Week. An employee on an AWW schedule will be required to charge any additional time to leave credits or dock (sick leave may be charged with proper substantiation). For example:

1 4/10 Alternate Work Week Program. For an employee on a 4/10 AWW schedule, three days of bereavement leave would be equivalent to 30 hours. Therefore, the employee shall charge 6 hours to leave credits or dock.

2 9/80 or 9/40 Alternate Work Week Program. For an employee on 9/80 or 9/40 AWW schedule, three 9-hour days of bereavement leave would be equivalent to 27 hours. Therefore, the employee shall charge 3 hours to leave credits or dock.

3 3/12 (Modified) Alternate Work Week Program. For an employee on a 3/12 (modified) AWW schedule, three 12-hour days of bereavement leave would be equivalent to 36 hours. Therefore, the employee shall charge 12 hours to leave credits or dock.

a Employee on Dock. An employee may go from dock status to bereavement leave if upon the expiration of the bereavement leave the employee returns to work. An employee may not go from dock status to bereavement leave and then back to dock status.

(12) Military Leave. A schedule of 9-, 10-, or 12-hour workdays has no effect on a 30-calendar day (172 hours) military leave of absence. An employee who is granted military leave for a workday is compensated for the regular

shift. However, if the employee is granted military leave on an RDO, the employee is not compensated for that day. (Refer to Chapter 8 of this manual.)

d. Irregular Work Week. An employee assigned RDOs, other than Saturday and Sunday, is considered an irregular workweek employee. Irregular workweek scheduling can sometimes result in a difference of hours worked in a pay period.

(1) Work Week. Each work week shall include five days on and two days off. Commanders shall review any workweek which overlaps two pay periods to ensure there are five days on and two days off for potential impacts on overtime and/or excess hours.

(2) Excess Hours. Same as AWW program. (Refer to paragraph 4.c.[4].)

(3) Transfers. Same as AWW program. (Refer to paragraph 4.c.[7].)

(4) Injury (Questionable, Industrial, or Nonindustrial). Same as AWW program. (Refer to paragraph 4.c.[9].)

e. Modified Work Hours—Motor Carrier Specialist I. A Motor Carrier Specialist I may be assigned a modified work hours schedule to allow inspections for the Biennial Inspection of Terminals Program to be conducted outside the normal business hours of Monday–Friday, 0800–1700 hours. (Refer to Annex G.)

5. PART-TIME AND INTERMITTENT EMPLOYEES.

a. Part-Time. The number of hours a part-time employee is required to work in a pay period is prorated based on the fractional time base of the appointment. For example, a half-time employee would be required to work 88 hours in a 176-hour pay period and 84 hours in a 168-hour pay period. The total regular time worked, plus any holidays and paid absences, shall equal the prorated number of hours in the pay period. Part-time employees shall not accrue plus excess hours, any hours worked over the required number of hours for the pay period shall be paid overtime (up to 40 hours per week). Hours worked in excess of 40 hours in the workweek may be CTO. (Refer to Annex H.)

b. Intermittent. Intermittent employees are paid on an hourly basis. The total regular time worked, plus any holidays and paid absences, cannot exceed 168 hours or 176 hours, depending on the number of days in the pay period. (Refer to Annex I.) However, each time an intermittent employee is **ordered** to work, the employee shall be credited with a minimum of 4 hours work time, unless the employee's regularly assigned shift is less than 4 hours.

6. SUBMISSION OF CHP 71, ATTENDANCE REPORT.

a. CHP 71, Attendance Report. The CHP 71 is the primary source of information regarding attendance and activity for all employees except officers and sergeants. The form is submitted to the HRS, PTU, on a monthly basis. (Refer to Annex J and Annex K.)

(1) The CHP 71 is an electronic form and can be found on the CHP Intranet ➤ Forms. Employees shall prepare and submit their CHP 71 to the Area timekeeper by the end of each month. Employees shall ensure their social security number, name, ID number, class/serial number, collective bargaining ID number, workweek group, location code, and pay period are accurate. Employees shall ensure that red lines are added to indicate the employee's workweek. Red lines are placed in between Saturday and Sunday for regular or irregular workweeks; AWW employees place the red line midday of the employee's scheduled flip day, if applicable.

(2) The original completed CHP 71 shall be sent to the HRS, PTU. A copy shall be forwarded to the Division Overtime Coordinator when overtime hours (paid or CTO) are documented. If overtime hours are reimbursable, a copy shall also be sent to the FMS. A copy shall be provided to the employee and a copy shall be retained by the command.

(3) When an employee is temporarily assigned to another command, the CHP 71 shall be maintained by the employee's home command.

b. Assembling the CHP 71, Attendance Report.

(1) **A copy of the CHP 71 for the prior pay period shall always be stapled behind each employee's current CHP 71.** The prior pay period CHP 71 is required by the HRS, PTU, for auditing overlapping workweeks for overtime purposes, irregular workweeks, reporting dock between two pay periods, etc. (Example: An employee worked paid overtime between 10/28/2024 and 10/30/2024. However, the employee's workweek was not complete until 11/02/2024, which overlapped the November pay period. The employee's overtime shall not be paid until the workweek was completed in the November pay period. For the HRS, PTU, to process the employee's overtime, a copy of the October CHP 71 must be attached to the November CHP 71.)

(2) The CHP 71s shall be grouped separately in alphabetical order by the employee's last name.

c. Procedure and Date to Submit Forms.

(1) Full-Time and Part-Time Employees.

(a) The CHP 71 shall be sent to the HRS, PTU, with a completed CHP 500, Document Transmittal. The total number of forms shall be entered in the Quantity column for each type of document.

(b) The CHP 71s shall be submitted to the HRS, PTU, no later than the close of business on the 4th working day after the end of the pay period. **Faxed or scanned copies will not be accepted.** In order to ensure secure delivery of the CHP 71s, tracked overnight mail shall be used. The command shall provide tracking numbers to the HRS, PTU, upon request. Attendance documents shall be mailed in a manila envelope, which clearly identifies to the mailroom that the contents are attendance-related documents which must be expedited. The documents shall be sent to the attention of the command's Personnel Specialist at the following address:

California Highway Patrol
051—HRS, PTU
601 North 7th Street
Sacramento, CA 95811

(2) Intermittent Employees. To expedite salary payment to intermittent employees, the CHP 71s may be submitted on the last day of the pay period after the employees have completed their scheduled hours of work. The forms shall be received no later than the fourth working day after the end of the pay period.

(3) Retired Annuitant Employees. To expedite salary payment to retired annuitant employees, the CHP 71s may be submitted on the last day of the pay period after the employees have completed their scheduled hours of work. The CHP 71 should be received in the HRS, PTU, no later than the close of business on the fourth working day after the end of the pay period.

(4) Changes or Corrections to CHP 71, Attendance Report. If it is necessary to change or supplement any information on a CHP 71 that has been submitted, a photocopy of the original CHP 71 shall be mailed to the HRS, PTU, showing the appropriate changes or corrections in **red**. Corrected CHP 71s shall be approved, initialed, and dated by the commander. A copy of the corrected CHP 71 shall be provided to the employee and a copy shall be retained by the command. A copy shall be forwarded to the Division Overtime Coordinator when there are changes to overtime hours (paid or CTO). A copy shall be forwarded to FMS if changes are to reimbursable overtime

(5) Separating Employees. Sections 201 and 202 LC require payment of wages earned, including lump sum payment for leave credits, be made to separating employees within specific time frames. (Refer to Chapter 9 of this manual.) **Therefore, it is imperative that commands notify the HRS, PTU, immediately of any separating employee.** Commands shall send a copy of the employee's CHP 71, with the social security number redacted, via e-mail to their Personnel Specialist in the HRS, PTU, with a cc to PTU@chp.ca.gov, as soon as it is available. The original CHP 71 shall be mailed to the HRS, PTU.

7. AUTOMATED ATTENDANCE REPORTING—OFFICERS AND SERGEANTS.

- a. CHP 415, Daily Field Record. The CHP 415 is the primary source of information regarding attendance and field activities for officers and sergeants. This form is to be filled out for each officer and sergeant utilizing the ATS Client Application or Web Application. Payroll, attendance, and activity reports are generated from Dashboard via the information recorded from the CHP 415. Employees shall ensure their ATS profile contains accurate and current information.
- b. Completion of the CHP 415, Daily Field Record. The CHP 415 should only be submitted at the end of the workday shift. An employee's RDOs and leave usage days may be submitted in advance. Completed CHP 415s shall be submitted within 24 hours of the end of each work shift. Authorized reviewers shall review for accuracy and approve or reject the CHP 415 within the next 24-hour period. Submission by authorized reviewers must be made as soon as possible and prior to the end of each pay period and work period. (Refer to ATS 415 Users Guide.)
- c. Pay Period Cutoff Date. Authorized reviewers have until 1800 hours on the **4th** workday after the last day of the pay period to ensure all CHP 415s have been approved for processing regular pay, shift differential, and special pays. Verification in ATS shall be completed by the authorized reviewers to ensure accurate record keeping. The CHP 415s not entered by the pay period cutoff date are manually processed by the HRS, PTU.
- d. Fair Labor Standards Act Work Period. Pursuant to FLSA, a work period for officers and sergeants is a regular and recurring 28-consecutive-day period used for scheduling and overtime purposes. The 28-day work period begins at each employee's shift start time and ends 28 consecutive days later at the employee's shift start time. The 28-day work periods and state pay periods do not coincide. The FLSA Work/Pay Period Calendar can be found on the CHP Intranet ➤ Resources ➤ Calendar ➤ FLSA Work/Pay Period Calendar. (Refer to Chapter 24, Overtime, of this manual, for overtime provisions.)

e. Workdays—8 1/2, 9 1/2, 10 1/2, and 12 1/2 hours.

(1) Officers and sergeants assigned to the 8 1/2-hour work shift shall be scheduled for twenty 8 1/2-hour shifts in each 28-day work period.

(2) Officers and sergeants assigned to the 9 1/2-hour work shift shall be scheduled for eighteen 9 1/2-hour shifts in each 28-day work period.

(a) Officers and sergeants who work the 9/80 AWW will actually work 171 hours if they work all 18 days in the 28-day work period.

(b) A 9/80 employee who has worked 18 days in the work period, with no leave credits used, shall be credited with 1 hour of CTO at a straight-time rate. If leave credits are used for 1 day during the work period, the employee shall be credited with one-half hour CTO at a straight-time rate. (Refer to Chapter 24 of this manual.)

(3) Officers and sergeants assigned to the 10 1/2-hour work shift shall be scheduled sixteen 10 1/2-hour shifts in each 28-day work period.

(4) Officers and sergeants assigned to the 12 1/2-hour work shift shall be scheduled no less than twelve 12 1/2-hour shifts in each 28-day work period.

f. Fair Labor Standards Act 28-Day Work Period Cutoff Date. In addition to the 12 pay period cutoff dates per year, there are 13 FLSA work period cutoff dates for officers and sergeants.

(1) Authorized reviewers have until 1800 hours on the fourth workday after the last day of the FLSA work period to ensure all documents have been approved in ATS for processing overtime pay.

(2) Once the FLSA work period cutoff date has occurred, reviewers cannot enter corrections to attendance for the FLSA work period that falls in the prior pay period even though the CHP 415s affect the current pay period. These CHP 415s are manually processed by the HRS, PTU.

(3) Verification in ATS must be completed by the authorized reviewers to ensure accurate record keeping.

g. Fair Labor Standards Act Overtime Payments. If an officer or sergeant is scheduled with less than the required number of RDOs, in accordance with their workweek schedule, the employee shall receive an overtime payment for the hours that exceed 170 hours in the work period. Employees on a 9/80 AWW shall receive an overtime payment for hours that exceed 171 hours in the work period.

h. Pay Period Excess Hours. When an officer or sergeant is scheduled for more or less than the required hours in the pay period, the time will automatically be calculated by the system as “plus” or “minus excess hours.”

(1) Plus Excess Hours. Plus excess hours are earned when an officer or sergeant has worked more hours (or days) than required in a pay period.

(a) Plus excess hours earned are considered regular time worked for overtime purposes and will be carried as a credit to next pay period.

(b) To ensure an employee has enough excess hours to use when the employee did not work the required hours, the employee should maintain a balance of 16-40 hours.

(c) With the commander’s approval, plus excess hours can be used in lieu of vacation/annual leave, sick leave, or CTO. Plus excess hours used in lieu of leave credits are considered time worked for overtime purposes.

(d) When an employee’s plus excess hours balance exceeds 40 hours, the employee may be required to utilize excess hours to return to a balance of 40 hours. For example, if an employee’s plus excess hours balance is 56, the employee may be required to utilize 16 hours of excess time and/or vacation/annual leave to get back to a 40-hour balance. The use of such excess hours shall be on days that are mutually agreeable to both the command (from an operational standpoint) and the employee. The use of excess hours shall be agreed to and scheduled in advance on the regular monthly posted schedule. An employee shall not be required to schedule adjust after a schedule has been posted for the purpose of burning excess hours. This does not preclude the command and employee from mutually agreeing to schedule excess hours on a posted schedule.

(e) Plus excess hours can be earned or used in hourly increments.

(f) Plus excess hours can be carried indefinitely.

(g) Plus excess hours are not overtime. Upon separation or transfer out of the Department, plus excess hours will be paid at the straight-time rate.

(h) At the termination of an AWW schedule, the plus excess hours balance shall remain on the books until used.

(2) Minus Excess Hours. When an officer or sergeant has not worked the required hours (or days) in a pay period, the difference between the number of

hours worked and hours required is called “minus excess hours.” Plus excess hours are used to offset the difference. If the employee does not have sufficient plus excess hours, the employee shall charge other leave credits to make up the difference. If all leaves are exhausted, the employee’s paycheck will be docked for any remaining hours.

(a) Minus excess hours that exceed the employee’s plus excess hours balance shall be automatically charged against the employee’s vacation/annual leave, CTO, or personal leave balance, in that order. If the employee’s leave balances are insufficient, the employee shall have dock hours for the pay period and a CHP 456, Notice of Salary Overpayment, accounts receivable will be established by the HRS, PTU.

(b) Minus excess hours are not considered time worked for overtime purposes.

i. Alternate Work Week Program—Officers and Sergeants.

(1) General. The use of an AWW program shall be predicated upon an Area’s ability to provide essential services to the public, the availability of Area resources, employee wellness, and the ability to ensure the mission of the Department is met. A request to participate in an AWW will not be unreasonably denied. The Area commander and California Association of Highway Patrolmen (CAHP) Area Representative will discuss the feasibility of the AWW through the Meet-and-Confer process per HPM 9.1, Chapter 11.

(2) Once an AWW program is established, it shall be subject to an annual review at the Area and Division level to ensure the AWW program meets the criteria in subsection (1).

(3) The 12 1/2-hour AWW program shall only be available for those assigned to road patrol, the Commercial Vehicle Enforcement Facilities (CVEF), Emergency Notification and Tactical Alert Center (ENTAC), Capitol Protection Section, and communications centers with nonpatrol responsibilities.

(4) Command Categories for the 12 1/2-Hour Shift. Commands will be classified into one of the two categories: Category I or Category II. These classifications are directly associated with the command’s allocated officer baseline staffing (as determined by the Office of Assistant Commissioner, Field).

(a) Category I encompasses both medium commands (with 31–89 officers), and large commands (with 90 or more officers).

(b) Category II contains small commands (with 30 and fewer officers).

NOTE: Category I and Category II commands may implement an overlap shift within the following parameters: A Category II command may utilize a staggered shift start time or an overlap shift with no more than two officers. If a Category II command implements a staggered shift start time, the staggered shift start time shall be within one hour of the start of the day shift start time. If a Category II command implements an overlap shift, the start time for that overlap shift shall be between 0900 and 1130 hours.

(5) Emergency Incident. Consistent with the 1991 arbitration decision, along with the provisions of Management Rights contained within the BU 5 MOU, when a Division places an Area on Tactical Alert, the work shift of each affected Area will be modified from the standard schedule (8 1/2 hours, 9 1/2 hours, or 10 1/2 hours) to a 12 1/2-hour emergency work shift. A Tactical Alert should only be ordered for events that are anticipated to extend beyond the resource capabilities of the affected Division or Area. Uniformed personnel will incur overtime for hours worked in excess of their standard schedule. If it is determined that RDOs must be cancelled, uniformed employees will be compensated in accordance with BU 5 MOU, Hours of Work and Overtime, and Call-Back Time provisions. Although Management Rights give the Department the ability to move scheduled RDOs, the Department will not move RDOs to reduce overtime.

(6) Alternate Work Week Schedule Definitions. The AWW schedules are defined as workweeks with 9 1/2-, 10 1/2-, or 12 1/2-hour workdays. The AWW schedules utilized by the Department for officers and sergeants are described below:

(a) 9/80. An employee works 9 1/2 hours, which includes a 1/2-hour lunch. This schedule shall include at least 10 RDOs in each 28-day work period.

1 Commanders should ensure officers do not work more than seven consecutive days unless approved by the commander and the employee.

(b) 4/10. An employee works 10 1/2 hours, which includes a 1/2-hour lunch. This schedule shall include at least 12 RDOs in each 28-day work period.

(c) 3/12. An employee works 12 1/2 hours, which includes a 1/2-hour lunch. This schedule shall include at least 14 RDOs in each 28-day work period. Based upon a command's operational necessity, a combination of

14 workdays will be utilized. This combination shall include no less than twelve 12 1/2-hour days and two 8 1/2-hour days.

1 Commanders shall ensure 3/12 schedules allow for consistent and adequate deployment of personnel. Officers should not work more than four consecutive 12 1/2-hour shifts unless approved by the commander and the employee. Nothing in this policy should be construed to prohibit a commander requiring employees to work more than four consecutive 12 1/2-hour shifts during extraordinary circumstances such as, but not limited to, emergency operations, tactical alerts, etc. (Example of a 3/12 work schedule: An employee works twelve 12 1/2-hour days and two 8 1/2-hour days for a total of 14 workdays.)

2 Mandatory Rest Period. Officers and sergeants assigned to the traditional 3/12 schedule, 12 1/2-hour work shift, shall have a minimum of ten consecutive hours off, after completion of their final workday, prior to their scheduled RDO, prior to being eligible to work voluntary overtime. This provision does not apply to extraordinary circumstances, such as, but not limited to, emergency operations, tactical alerts, etc.

(7) Eligibility.

(a) Road Patrol. Officers regularly assigned on a full-time basis to road patrol may participate in an AWW schedule. If a commander approves the AWW for road patrol officers assigned to a shift in the command, **all** road patrol officers shall participate.

(b) Specialized Assignments. Officers assigned to specialized assignments such as Air Operations, Canine, Mobile Road Enforcement, and Investigative Services Unit may participate in the AWW schedule, excluding the 12 1/2-hour work shift, at the discretion of the Division commander.

(c) Special Duty. Officers assigned to Special Duty positions should not normally be assigned to an AWW. Any deviation from the standard workweek shall be at the discretion of the Division commander. The 12 1/2-hour AWW schedule shall not be available to Special Duty positions.

(d) Headquarters and Division Administrative Positions. The AWW is not an option for officers and sergeants assigned to headquarters or Division administrative positions.

(e) Sergeants. Commands assigned four or less sergeants may implement a staggered shift start time to allow for adequate supervisory coverage. All other sergeants shall work the same shift as the officers they are assigned to supervise. Any deviation shall be at the discretion of the appropriate Assistant Commissioner.

(f) Resident Posts. Resident Post assignments will normally be scheduled for a 10 1/2-hour shift. When an operational need requires a schedule other than a 10 1/2-hour shift, the parties shall use the meet-and-confer process. If a commander approves the AWW for resident post officers in the command, all resident post personnel shall participate. The 12 1/2-hour AWW schedule shall not be available for Resident Post assignments.

(g) Motorcycle Officers/Specialized Units. Motorcycle officers and/or specialized units, such as exclusive driving under the influence, cover shifts, and speed enforcement units, may participate in an AWW different from other road patrol units within a command with the approval of the Area and Division commander. However, all motorcycle officers or members of the specialized unit shall participate in the same AWW schedule. Motorcycle officers shall not normally be assigned to the graveyard shift.

(h) Except as noted in paragraphs 7.i.(7)(f) and 7.i.(7)(g), all road patrol shifts for a command shall be the same AWW schedule. A hybrid schedule, which employs a combination of AWW workday hours, may be permitted with the approval of the appropriate Assistant Commissioner.

(8) Implementation.

(a) Prior to the implementation of any AWW program, the Department shall meet-and-confer with the Area's CAHP representative to address Area-specific concerns. The Division commander shall review and approve or deny the proposed AWW program prior to implementation or termination. A meet-and-confer between the Area commander and the Area representative shall occur after a vote of no less than 67 percent (rounded to the closest whole number) of the affected and eligible employees in the command elects to change an existing workweek schedule to another. If an AWW has been approved for the officer(s), the sergeant(s) assigned to that shift should normally be scheduled the same as the officer(s).

(b) Calculating the 67 Percent Vote. To determine the 67 percent number of eligible employees required to vote, the command's number

of eligible employees shall be multiplied by 0.67 and rounded to the nearest whole number. For example, a command with 18 eligible employees multiplied by 0.67 would equal 12.06. Therefore, 12 out of 18 eligible employees are required to vote in favor to change an existing workweek schedule.

(c) Employees eligible to participate in a vote to change an existing workweek schedule are employees who are actively assigned to field commands in road patrol and CVEF assignments at the time of the vote. Employees on temporary administrative assignments (defined as assignments lasting more than 30 days), task forces, special duty, and resident posts are not eligible to vote on the implementation of the workweek schedule in a host Area.

(d) Following the development of a proposed workweek scheduling plan, commanders shall forward the plan to the Division commander for approval or denial. The plan shall include all proposed schedules and justification on how the AWW schedule will or will not meet the requirements in paragraph 7.i.(1). If the District Director is not in agreement with the Division commander's determination, they may request a meet-and-confer between the CAHP and the Office of the Commissioner. In addition, OER shall be notified by memorandum in advance, in accordance with HPM 9.1, Chapter 11.

(e) Commands shall maintain the established work week schedule for a minimum of one pay period, except as provided for in paragraph 7.i.(11).

(9) Notification.

(a) Command-Initiated Alternate Work Week. When a command initially implements an AWW schedule, the commander is responsible for sending a joint e-mail to the Division, the OER, and the appropriate Commissioner. Employees shall complete a CHP 65A, Alternate Work Week Certification - Uniformed, which shall be retained in the command general file. In addition, OER shall be notified by memorandum in advance, in accordance with HPM 9.1, Chapter 11.

(b) Employee Responsibility. An employee shall submit a CHP 65A to the commander to request initial participation, change, or termination of an AWW schedule.

(c) CHP 65A, Alternate Work Week Certification - Uniformed. When a uniformed employee has been approved for an AWW schedule, or an AWW schedule has been terminated, the employee shall update their ATS

Profile. Employees refusing to sign a CHP 65A due to a command-initiated or terminated AWW shall be documented by checking the Refused to sign box on the CHP 65A, and initialed by the Area commander or designee. The original CHP 65A shall be retained in the command's general file.

(d) Command-Initiated Changes. When a command changes or terminates an AWW schedule, the commander is responsible for sending a joint e-mail to the Division, OER, the appropriate Assistant Commissioner, and the Deputy Commissioner. In addition, OER shall be notified by memorandum in advance, in accordance with HPM 9.1, Chapter 11.

(10) Scheduling Parameters. Quarterly sign-ups will be used for the purpose of identifying the sergeant's and officer's shift preference and block schedule for RDOs. However, monthly schedules, indicating approved RDOs, will only be considered approved when posted approximately ten days prior to the beginning of next month.

The two 12 1/2-hour shift scheduling variations are:

(a) Traditional 3/12 schedule: three on, four off, four on, three off.

(b) Panama 12 schedule: two on, two off, three on, two off, two on, three off.

The 12 1/2-hour shift start times can be one of the following: 0400, 0430, 0500, or 0530 hours. Graveyard start time will mirror the day shift start time 12 hours later. Graveyard shifts will not normally work past 0600 hours.

Two 8 1/2-hour shifts will be scheduled during the 28-day FLSA period (any other variation of a "payback" day will not be allowed). The 8 1/2-hour shifts will normally begin at the employee's regularly scheduled start time. Depending on the needs of the command, the shift start time for the 8 1/2-hour shifts may be adjusted as a "late start" or an "early off" day when working patrol duties. Scheduling of the 8 1/2-hour shifts will be at the discretion of the command. However, efforts should be made to schedule this day at the beginning or end of a work cycle. The 8 1/2-hour shifts should be used for training days.

Shift swaps are allowed; however, should sufficient staffing exist, discretionary days off may be given. Those discretionary days off shall not conflict with the command's vacation Standard Operation Procedures. Schedules shall not allow RDO stacking. The definition of RDO stacking is voluntarily

working/scheduling more than four days in a row in order to combine and maximize RDOs.

(11) Temporary Suspension. If at any time a command experiences a demonstrated operational need (e.g., such as reductions in personnel or resources), the Department may temporarily suspend the AWW program. The Department shall provide reasonable notice to the affected employees. When the Department determines the operational need has concluded, the original AWW program shall resume.

(12) Program Termination. When the Department elects to terminate an AWW program, the Department will endeavor to provide a 60-day notice to the affected employees. A decision to terminate an AWW will occur through the meet-and-confer process after Division concurrence. If the District Director is not in agreement with the Division commander's determination, they may request a meet-and-confer between the CAHP and the Office of the Commissioner. The OER shall be notified by memorandum in advance, in accordance with HPM 9.1, Chapter 11.

(13) Effective Date. Officers and sergeants should begin the AWW schedule at the beginning of the pay period, and it should only be implemented to coincide with adequate and existing resources. Commanders are responsible for reviewing the proposed effective date as it may impact excess hours.

(14) Excess Hours. An AWW schedule does not change the required number of hours in a pay period; however, scheduling can sometimes result in excess hours.

(15) Eight-Hour Days. An employee on an AWW schedule may schedule 8-hour workdays only for Academy training days, staff meetings, jury duty, departmental sponsored leadership and management development courses, or suspension. An employee placed on Administrative Time Off (ATO) shall be immediately placed on 8-hour workdays.

NOTE: This is in addition to the two 8-hour days for employees on the 3/12 schedule.

(16) Schedule Changes. Officers and sergeants should change AWW schedules at the beginning of a pay period.

(a) Changes To/From Alternate Work Week. When an employee changes to or from an AWW schedule, it is the employee's responsibility to update their ATS Profile. The original CHP 65A shall be retained in the command's general file.

(b) Temporary Schedule Changes by Commander. Commanders may effect an immediate temporary change or suspension of an AWW schedule without prior notice to the employee under circumstances set forth in an agreement between CAHP and the Department. Prior to implementing such changes, commanders shall coordinate with OER and Division. The employee's workweek is not changed when the commander effects a temporary schedule change.

(c) Temporary Schedule Change When on Vacation/Annual Leave for the Entire Pay Period. When an employee is on vacation/annual leave for the entire pay period, the employee's schedule shall be reverted to a Monday through Friday, 8-hour schedule. If the employee is unavailable to change their ATS profile, the Area Administrator shall make the update.

(d) Permanent Schedule Changes by Commander. Commanders should refer to the BU 5 MOU for permanent changes to an officer's schedule. Commanders shall provide sergeants with a 30-day notification.

(17) Injury (Questionable, Industrial, or Nonindustrial).

(a) When an employee is on IDL, TD, NDI, injury leave credits, or using leave credits for an injury, the employee's schedule shall revert back to an 8-hour schedule at the beginning of next pay period following the last day worked.

(b) When an employee is on Section 4800.5 LC time for more than a full pay period, the schedule shall revert back to an 8-hour schedule until released to full duty.

(c) When an employee returns from injury mid-month, the commander retains discretion to resume AWW schedule or maintain the 8-hour schedule. Excess hours may be affected.

(18) Leave Credits. Uniformed employees are not required to charge leave credits to cover the half-hour lunch period. For example, an employee assigned to an 8 1/2-hour work shift shall use 8 hours of leave credits for a full day off. An employee assigned to a 9 1/2-hour work shift shall use 9 hours of leave credits for a full day off. An employee assigned to a 10 1/2-work shift shall use 10 hours of leave credits for a full day off. An employee assigned to a 12 1/2-hour work shift shall use 12 hours of leave credits for a full day off.

(19) Administrative Time Off. When an employee is placed on ATO, the employee's schedule shall immediately revert to an 8-hour schedule for the

period the employee is on ATO. The employee may return to their normal AWW at the beginning of next pay period following the release from ATO.

(20) Suspension. When an employee is on a suspension, the employee's schedule shall revert to an 8-hour schedule for the time period of the suspension. The command shall ensure the employee has the proper amount of RDOs scheduled outside of the suspension period. The Area administrator shall update the employee's ATS profile.

(21) Bereavement Leave. Refer to Chapter 21 of this manual and the BU 5 MOU for provisions regarding bereavement leave usage. Unless otherwise stated in the MOU, the charge to paid bereavement leave shall not exceed three days (24 hours) per occurrence.

(a) Employee on Alternate Work Week. An employee on an AWW schedule will be required to charge any additional time to leave credits or dock (sick leave may be charged with proper substantiation). For example:

1 4/10 Alternate Work Week. For an employee on a 4/10 AWW schedule, three 10-hour days of bereavement leave would be equivalent to 30 hours. Therefore, the employee shall charge six hours to leave credits or dock.

2 9/80 or 9/40 Alternate Work Week. For an employee on a 9/80 or 9/40 AWW schedule, three 9-hour days of bereavement leave would be equivalent to 27 hours. Therefore, the employee shall charge three hours to leave credits or dock.

3 3/12 Alternate Work Week. For an employee on a 3/12 AWW schedule, three 12-hour days of bereavement leave would be equivalent to 36 hours. Therefore, the employee shall charge 12 hours to leave credits or dock.

(b) Employee on Dock. An employee may go from dock status to bereavement leave, if upon the expiration of the bereavement leave the employee returns to work. An employee may not go from dock status to bereavement leave and then back to dock status.

(22) Military Leave. A schedule of 9-, 10-, or 12-hour days has no effect on a 30-calendar day (172 hours) military leave of absence. An employee who is granted military leave for a workday is compensated for the regular shift. However, if the employee is granted military leave on an RDO, the employee is not compensated for that day. (Refer to Chapter 8 of this manual.)

j. Dashboard Reports. Attendance reports are available monthly through the Dashboard for commands; statistical staff; programming staff; and HRS, PTU.

These reports are listed below:

(1) Missing CHP 415s, Daily Field Record. Each command can view employees with missing dates using the ATS. The list may be filtered for missing CHP 415s by Current Pay Period Dates or Current FLSA Dates.

(a) Pay Period Dates. This report will list employees with missing CHP 415s not entered into the ATS for the pay period. It is available through the ATS Application on a daily basis. The list can be viewed and/or printed. The CHP 415s shall be entered for any missing dates prior to 1800 hours on the cutoff date, which is the fourth workday after the end of the pay period.

(b) Current Fair Labor Standards Act (FLSA) Dates. This report will list CHP 415 data not entered into ATS for the FLSA work period. It is available through the ATS Application on a daily basis. The report can be viewed and/or printed. The CHP 415 dates missing in the FLSA work period may affect an employee's overtime payment. The CHP 415s shall be entered for any missing dates prior to 1800 hours on the cutoff date, which is the fourth workday after the end of the FLSA work period.

(c) If CHP 415 data entry is not accepted by the system, commands should contact the HelpDesk at ITS immediately for assistance. If an employee listed on the report is separated or not assigned to the command, commands shall notify the HelpDesk at ITS.

(2) Monthly Attendance Report. The Monthly Attendance Report (MAR) is the official attendance report for officers and sergeants. It is imperative that MAR be reviewed for accuracy prior to the commander's certification. Commanders shall certify by signature that the information on the report is true and correct and retain for audit purposes. The retention period is three years. Audits may be conducted by DOF, the Office of the Auditor General, or the State Controller's Office.

(a) The MAR displays attendance totals for each employee for the pay period. The report is available monthly through Dashboard for commands; statistical staff; programming staff; and HRS, PTU, to view and/or print after the monthly pay period cutoff date.

(b) When two FLSA work periods end during the same pay period, an employee may have earned paid overtime in each work period. However, the MAR reports overtime earned in the pay period.

NOTE: When an employee listed on the report has missing dates for the month, their name will be highlighted in red and have an asterisk (*) by their name.

(3) Absence Report Due List. The Absence Report Due List (ARDL) displays dates of absences for employees. The report is available monthly through Dashboard for commands; statistical staff; programming staff; and HRS, PTU, to view and/or print after the monthly pay period cutoff date.

(4) Leave Balance Report. The Leave Balance Report (LBR) displays each employee's leave balances for sick leave, vacation/annual leave, CTO, bereavement leave, and excess hours. The report is available monthly through Dashboard for commands; statistical staff; programming staff; and HRS, PTU, to view and/or print after the monthly pay period cutoff date.

k. Changes or Corrections to Attendance Reports. A corrected CHP 415 shall be submitted by commands to change or supplement attendance information displayed on the reports above.

l. Late and/or Corrected CHP 415s, Daily Field Record, Received After the Pay Period Cutoff Date. Any CHP 415s received by timekeepers after the pay period cutoff date shall be submitted to HRS, PTU, to substantiate attendance as follows:

(1) Late and/or corrected CHP 415s shall be printed and marked "late" or "corrected," as appropriate, in the upper right corner.

(2) A brief description advising of the corrections made shall be included for all corrected CHP 415s.

(3) Corrections to each date affected by the change shall be shown in red.

(4) Late and/or corrected CHP 415s shall be approved, initialed, and dated by the commander.

(5) **The CHP 415s correcting only special project codes shall not be sent to HRS, PTU.**

(6) A copy of the employee's completed attendance screen(s) for the appropriate pay period shall be attached to the CHP 415.

(a) Attendance screens shall be printed, after the pay period cutoff date.

(b) Late and/or corrected entries shall be shown in red on the copy of the Manual Corrections Timekeeping screen for the pay period being submitted.

(c) Late and/or corrected CHP 415s shall be submitted to HRS, PTU, in the following order: Pay Period Manual Corrections Timekeeping screen, FLSA Dates Manual Corrections Timekeeping screen, CHP 415.

(7) To comply with attendance and payroll audit requirements, timekeepers and HRS, PTU, shall manually correct the MAR and LBR, if necessary, to reflect the late and/or corrected CHP 415s submitted.

(8) The original CHP 415 shall be attached to the MAR and retained in the command file.

m. Late and/or Corrected CHP 415s, Daily Field Record, Received After the Fair Labor Standards Act Work Period Cutoff Date. Late and/or corrected CHP 415s involving paid overtime shall be submitted through the Division Overtime Coordinator to HRS, PTU, for manual processing and timely payment of overtime as follows:

(1) Late and/or corrected CHP 415s shall be printed and marked late or corrected, as appropriate, in the upper right corner.

(2) A brief description advising of the corrections made shall be included for all corrected CHP 415s, in addition to listing any special pay codes that shall be added or deleted for that day.

(3) Late and/or corrected CHP 415s shall be approved, initialed, and dated by the commander.

(4) The CHP 415s correcting only special project codes shall not be sent to the HRS, PTU.

(5) A copy of the employee's completed attendance screen(s) for the appropriate pay period and 28-day work period shall be attached to the copy of the CHP 415.

(a) Attendance screens shall be printed, after the pay period cutoff dates.

(b) Late and/or corrected entries shall be shown in red on the copy of the attendance screen being submitted.

(c) Late and/or corrected CHP 415s shall be submitted to HRS, PTU, in the following order: Pay Period Dates Manual Corrections Timekeeping screen, FLSA Dates Manual Corrections Timekeeping screen, and CHP 415.

(d) Corrections to each date affected by the change shall be shown in red.

(e) A brief description advising of the corrections made shall be included on the Pay Period Dates Manual Corrections Timekeeping screen and the FLSA Dates Manual Corrections Timekeeping screen.

(6) A route slip identifying the originating command shall be attached to all documents and submitted to the Division Overtime Coordinator.

(7) The Division Overtime Coordinator shall make the necessary adjustments to the monthly overtime report and forward the copies of the CHP 415s and attendance screens to HRS, PTU. Documents shall be sent to HRS, PTU, in one envelope, separated by command, with a route slip stating the enclosed documents are CHP 415s reporting late and/or corrected overtime.

(8) The corrected CHP 415 shall be attached to the MAR and retained in the command file.

n. Transferred Employees. After the effective date of an employee's transfer, the employee shall update their ATS Profile with the new command. After this is completed, the new command may view the employee's sick leave, vacation/annual leave, and CTO screens to obtain the current balances.

o. Separating Employees.

(1) Sections 201 and 202 LC require payment of wages earned, including lump sum payment for leave credits, be made to separating employees within specific time frames. **Therefore, it is imperative that commands notify the HRS, PTU, immediately of any separating employee.** (Refer to Chapter 9 of this manual.)

(2) The Manual Corrections Timekeeping screen is the employee's final attendance report and shall be certified and signed by the commander. The certification shall be the same as printed on the MAR.

(3) A copy of the employee's Manual Corrections Timekeeping screen showing the employee's attendance through the last day worked shall be sent to their

Personnel Specialist in HRS, PTU, via e-mail. The payroll for the employee's final payment cannot be processed until this final report is received.

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ANNEX A

WORK WEEK GROUPS E AND SE DEPARTMENTAL CLASSIFICATIONS

The following departmental classifications are assigned to Work Week Group (WWG) E:

Accounting Administrator I (Supervisor)
Accounting Administrator II
Accounting Administrator III
Administrative Adviser II, C.E.A.
Assistant Chief, California Highway Patrol (CHP)
Assistant Chief, CHP (Nonuniformed)
Assistant Commissioner, CHP, C.E.A.
Business Manager II
Captain, CHP
C.E.A.
Chief, CHP
Chief of Plant Operations I
Deputy Commissioner for Communications
Detail Leader Specialist
Director, Television Communications Center (Supervisor)
Environmental Program Manager I (Managerial)
Food Manager
Graphic Services Supervisor
Information Officer II
Information Technology Manager I
Information Technology Manager II
Information Technology Specialist I
Information Technology Specialist II
Information Technology Supervisor I
Information Technology Supervisor II
Instructional Systems Engineer
Labor Relations Analyst
Labor Relations Specialist
Law Enforcement Liaison
Lieutenant, CHP
Manager, Motor Carrier Safety Program, CHP
Motor Carrier Specialist II, CHP
Motor Carrier Specialist III, CHP
Program Manager, Transportation Services (Supervisory)
Research Program Specialist II
Senior Automotive Equipment Standards Engineer
Senior Inspector of Automotive Equipment
Senior Transportation Planner

ANNEX A

WORK WEEK GROUPS E AND SE DEPARTMENTAL CLASSIFICATIONS
(continued)

Staff Management Auditor
Staff Services Manager I
Staff Services Manager II (Managerial)
Staff Services Manager II (Supervisory)
Staff Services Manager III
Supervising Attorney

The following departmental classifications are assigned to WWG SE:

Assistant Chief Counsel
Attorney
Attorney III
Attorney IV
Chief Counsel I, C.E.A
Physician and Surgeon—Intermittent

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ANNEX D

SAMPLE 9/80 ALTERNATE WORK WEEK, CHP 71, ATTENDANCE REPORT, AND REPORTING INSUFFICIENT EXCESS HOURS

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
ATTENDANCE REPORT
CHP 71 (Rev. 8-25) OPI 051

Original - Human Resources Section
Copy - File

SOCIAL SECURITY NO. / NAME (LAST, FIRST, M. I.) _____ I.D. NUMBER _____

CLASS / SERIAL _____ CBID _____ WING _____ LOCATION CODE _____ PAY PERIOD _____
2 _____ 09/2025

OVER 11 CONSECUTIVE WORKING DAYS OFF PAY IN TWO CONSECUTIVE QUALIFYING PAY PERIODS.
 If the person listed hereon has not been assigned duties inconsistent with the law and Department regulations, but not consecutive days on dock which began last pay period and ended this pay period totals more than 28 hours.

SHIFT START TIME:

PERMANENT EVENING SHIFT
 PERMANENT NIGHT SHIFT
 PARTIAL SHIFT (E OR N IN SKILL PAY COLUMN)
 BILINGUAL

WORKWEEK (Indicate one)

REGULAR WORKWEEK (M - F, 8 HOUR SHIFTS)
 IRREG. WORKWEEK (OTHER THAN SAT./SUN OFF)
 ALT. WORKWEEK (REFER TO HPM 10.3 CH. 29)
 4/10 (DAY OFF)
 8/80 (DAY OFF: Monday)
 9/40 (HALF DAY)
 3/12 (DAY OFF)

BALANCES

14 OF THE PP USED	PLUS SUB EARNED	14 OF NEXT PP
100.00	93.00	103.00

SKILL PAY

VMAL	SL	PLP	2000	2005	2010	2012	2008	2005	VPLP	CTD	HC	HC W	BH	FH	HTD
													0		

COMMENTS:

Personal Holiday(s) Used: No Yes
Professional Development Day(s) Used: #1 No Yes #2 No Yes #3 No Yes #4 No Yes #5 No Yes

INITIALS OF PERSON PREPARING FORM: _____

CERTIFICATE OF APPOINTING AUTHORITY: I hereby certify that to the best of my knowledge and belief, this attendance report is true and correct and that the person listed hereon has not been assigned duties inconsistent with the law and Department regulations.

APPROVED BY: _____

DATE	R.T.	S.L.	VMAL	INL.	C.T.O.	EX. OFF.	OFF. PAY	MISC. OFF.	TOTAL	PAD. O.T.	C.T.O.	EX. ON	MISC. ON	SKILL PAY	REMARKS
H 1	X								X						
2	9:00								9:00						
3	9:00								9:00						
4	9:00								9:00						
5	9:00								9:00						
6	X								X						
7	X								X						
8	4:00								8:00						
9	9:00								9:00						
10	9:00								9:00						
11	9:00								9:00						
12	9:00								9:00						
13	X								X						
14	X								X						
15	X								X						
16	9:00								9:00						
17	9:00								9:00						
18	9:00								9:00						
19	9:00								9:00						
20	X								X						
21	X								X						
22	4:00								8:00						
23	9:00								9:00						
24	9:00								9:00						
25	9:00								9:00						
26	9:00								9:00						
27	X								X						
28	X								X						
29	X								X						
30	9:00								9:00						
31															
TTL	169.00								176.00						

Chp71_0825.pdf

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ANNEX E

SAMPLE 3/12 (MODIFIED) ALTERNATE WORK WEEK, CHP 71, ATTENDANCE REPORT

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
ATTENDANCE REPORT
CHP 71 (REV. 8-25) OPI 051

Original - Human Resources Section
Copy - Employee
Copy - File

SOCIAL SECURITY NO. (NAME (LAST, FIRST, M. I.)) I.D. NUMBER

CLASS/SERIAL CRID HWG LOCATION CODE PAY PERIOD
2 09/2025

OVER 11 CONSECUTIVE WORKING DAYS OFF PAY IN TWO CONSECUTIVE QUALIFYING PAY PERIODS:
 (Check this box if employee was paid 11 days last pay period and 11 days this pay period, but not consecutive days on dock which began last pay period and ended this pay period (more than 88 hours).)

SHIFT START TIME:

PERMANENT EVENING SHIFT
 PERMANENT NIGHT SHIFT
 PARTIAL SHIFT (E-DAY BY SKILL PAY COLUMN)
 BILINGUAL

WORKWEEK (indicate one)
 REGULAR WORKWEEK (M-F, 8 HOUR SHIFTS)
 REG. WORKWEEK (OTHER THAN SAT./SUN OFF)
 ALT. WORKWEEK (REFER TO IFM 10.3, CH. 29)
 4/10 (DAY OFF):
 8/80 (DAY OFF):
 9/140 (HALF DAY):
 3/12 (DAY OFF): **Monday**

Personal Holiday(s) Used: No Yes
 Professional Development Day(s) Used: #1 No Yes #2 No Yes
 #3 No Yes #4 No Yes #5 No Yes #6 No Yes

INITIALS OF PERSON PREPARING FORM:

CERTIFICATE OF APPOINTING AUTHORITY: I hereby certify that to the best of my knowledge and belief, this attendance report is true and correct and that the person listed hereon has not been assigned duties inconsistent with the law and Department regulations.

APPROVED BY:

DATE	R. T.	S. L.	VANL	INJ.	C. T. O.	EX. OFF	OFF PAY	MISC. OFF	TOTAL	PAID O. T.	C. T. O.	EX. ON	MISC. ON	SKILL PAY	REMARKS
1	X								X						
2	12.00								12.00						
3	12.00								12.00						
4	12.00								12.00						
5	X								X						
6	X								X						
7	X								X						
8	4.00								8.00						
9	12.00								12.00						
10	12.00								12.00						
11	12.00			40					12.00						
12	X								X						
13	X								X						
14	X								X						
15	X								X						
16	12.00								12.00						
17	12.00								12.00						
18	12.00			40					12.00						
19	X								X						
20	X								X						
21	X								X						
22	4.00								8.00						
23	12.00								12.00						
24	12.00								12.00						
25	12.00								12.00						
26	X								X						
27	X								X						
28	X								X						
29	X								X						
30	12.00								12.00						
TTL	172.00					4.00			176.00						TOT. HRS. FAM S.L. (TYPE FSL BY RWK3)

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ANNEX F

HOLIDAY CREDIT/OVERTIME GUIDELINES

Condition	If the Employee:		Then the Employee Receives:	
	Works On Holiday	Does Not Work On Holiday	Overtime For Holiday	Holiday Credit
Holiday falls on regular day off		X	No	8 Hours
Holiday falls on regular day off	X		Yes*	8 Hours
Holiday falls on regularly assigned shift <u>Excluding</u> Bargaining Units 7, 12 & 13 employees	X		Yes*	No
Holiday falls on regularly assigned shift <u>Only</u> Bargaining Units 7, 12 & 13 employees	X*		No	8 Hours
Holiday falls on regularly assigned shift <u>Excluding</u> Bargaining Units 7, 12 & 13 employees		X	No	No
* Refer to the appropriate Bargaining Unit Memorandum of Understanding for overtime compensation.				

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ANNEX G

MOTOR CARRIER SAFETY PROGRAM—GUIDELINES MODIFIED WORK HOURS FOR MOTOR CARRIER SPECIALIST I

1. Modified work hours may be established to accommodate carriers who claim the demands of their business preclude conducting Biennial Inspection of Terminals Program inspections during normal duty hours (e.g., 0800–1700 hours, Monday–Friday) or where inspections conducted during normal business hours will present an unreasonable business hardship.
 1. Division commanders may schedule an inspection program before and/or after normal business hours and on weekends consistent with the environmental conditions and needs within their respective commands.
 2. The term "modified work hours," as used herein, has the same meaning as "alternate work schedule" as defined in Article 7, Hours of Work and Overtime, Provision 7.2, Alternate Work Schedule and Flexible Work Hours, of the Bargaining Unit 7 Memorandum of Understanding.
 3. An "alternate work schedule" is a fixed work schedule other than standard work hours—regular workweek shall be 40 hours; regular work shift shall be 8 hours. "Flexible work hours" is a work schedule which allows for the change of work schedules on a daily basis but with fixed core hours.
 4. The modified work hours will be a combination of "alternate work scheduling," (e.g., Tuesday–Saturday or Wednesday–Sunday) and "flexible work hours" (e.g., 0500–1400 or 1100–2000 hours). Commanders may modify the work schedule of a Motor Carrier Specialist (MCS) I based on operational needs (e.g., inspections, meetings, training), but will attempt to ensure that a minimum of 4 hours are worked within the core hours of 0900–1500 hours.
 5. Work schedules other than Monday–Friday (irregular workweeks) can sometimes result in a difference of hours worked in a pay period. (Refer to paragraph 4.d.)
 6. Prior to approving inspections during other than normal duty hours, the Motor Carrier Safety Unit supervisors shall consult with the affected MCS Is to determine whether special scheduling is necessary. The determination should be based upon the carrier's past inspection history, knowledge of the operations, and consideration of any special circumstances cited by the carrier.

Other considerations will include the suitability of the carrier's terminal for inspections during other than normal working hours (e.g., adequate lighting for early morning or late evening inspections; location safe for conducting inspections during periods of reduced lighting; is the inspection as thorough in reduced lighting conditions).

7. At least one MCS II or III shall be on-call when an MCS I is working other than normal duty hours. It is the responsibility of the MCS I to have the contact telephone number for the on-duty supervisor.
8. To ensure equitable accommodation of those carriers who are unable to make their equipment and/or records available during normal work hours, each MCS I may be assigned to work as needed if there is adequate lighting for safe inspections.
9. Modified work hours shall be scheduled only in 8-hour increments, and only when the work to be accomplished (including travel time) justifies a full 8-hour shift.
10. Modified work hours schedules and the return to normal scheduling will be posted at least 30 calendar days in advance of the modified work hours. Management reserves the right to modify work schedules based on a legitimate operational need (e.g., meetings, training).

ANNEX H

HOURS REQUIRED IN PAY PERIOD FOR FRACTIONAL TIME BASE EMPLOYEES

Time Base	Hours Employee Must Work to Receive Full Warrant (Include Paid Absences and Holiday Pay)*		Hours of Work Required to Qualify Pay Period
	21-Day Pay Period	22-Day Pay Period	
1/5	33.6	35.2	17.6
2/5	67.2	70.4	35.2
3/5	100.8	105.6	52.8
4/5	134.4	140.8	70.4
1/8	21.0	22.0	11.0
1/4	42.0	44.0	22.0
3/8	63.0	66.0	33.0
1/2	84.0	88.0	44.0
5/8	105.0	110.0	55.0
3/4	126.0	132.0	66.0
7/8	147.0	154.0	77.0
1/10	16.8	17.6	8.8
3/10	50.4	52.8	26.4
7/10	117.6	123.2	61.6
9/10	151.2	158.4	79.2
* Hours over this figure are recorded as overtime at a straight-time rate.			

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ANNEX I

HOLIDAY PAY DETERMINATION FOR INTERMITTENT EMPLOYEES

The following chart may be used to determine holiday pay for an intermittent employee. Holiday pay is prorated based on the number of hours the employee physically worked in the pay period and hours worked on a holiday, not including hours off using paid leave credits.

An intermittent employee shall receive paid time off for a personal holiday based on the number of hours worked in the pay period when the employee is making the request. Refer to Chapter 23, Meal Periods, Rest Periods, Holidays, and Staggered and Flexible Work Hours, of this manual.

Hours on Pay Status During the Pay Period*	Holiday Pay Hours
0 - 10.9	0
11 - 30.9	1
31 - 50.9	2
51 - 70.9	3
71 - 90.9	4
91 - 110.9	5
111 - 130.9	6
131 - 150.9	7
151 - or over	8

*Including actual hours worked on a holiday.

NOTE: Retired annuitants are not entitled to any holidays. Student assistants and seasonal clerks are entitled to all holidays except a personal holiday.

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ANNEX J

CHP 71, ATTENDANCE REPORT

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
ATTENDANCE REPORT
CHP 71 (Rev. 8-25) OFI 051

Original - Human Resources Section
Copy - Employee
Copy - File

SOCIAL SECURITY NO. NAME (LAST, FIRST, M. I.) I.D. NUMBER
2 3 4

CLASS / SERIAL CBID WMG LOCATION CODE PAY PERIOD
5 6 7 8 9

10 OVER 11 CONSECUTIVE WORKING DAYS OFF PAY IN TWO CONSECUTIVE QUALIFYING PAY PERIODS.
 (Check this box if employee was paid 11 days last pay period and 11 days this pay period, but not consecutive days on dock which began last pay period and ended this pay period (take more than 88 hours).)

11 SHIFT START TIME:

12 SKILL PAY 31 BALANCES PLUS 1/4 OF NEXT
 PERMANENT EVENING SHIFT SUB EARNED PP
 PERMANENT NIGHT SHIFT
 PARTIAL SHIFT
 (E OR N IN SKILL-PAY COLUMN)
 BILINGUAL

13 WORKWEEK (Indicate one)
 REGULAR WORKWEEK
 (M - F, 8 HOUR SHIFTS)
 IRREG. WORKWEEK
 (OTHER THAN SAT./SUN. OFF)
 ALT. WORKWEEK
 (REFER TO HPM 10.3, Ch. 28)
 4/10 (DAY OFF)
 HCW
 8/80 (DAY OFF)
 BH
 8/40 (HALF DAY)
 HOURLY
 FTD
 8/12 (DAY OFF)
 HTD

COMMENTS:

32 Personal Holiday(s) Used: No Yes
 33 Professional Development Day(s) Used: #1 No Yes #2 No Yes #3 No Yes #4 No Yes #5 No Yes

34 INITIALS OF PERSON PREPARING FORM:
 CERTIFICATE OF APPOINTING AUTHORITY: I hereby certify (let to the best of my knowledge and belief, this attendance report is true and correct and that the person listed herein has not been assigned duties inconsistent with the law and Department regulations.

35 APPROVED BY: _____

1.a.

DATE	R.T.	S.L.	V.A.L.	I.N.L.	C.T.O.	EX OFF	OFF PAY	MISC. OFF	TOTAL	PAD C.T.O.	C.T.O.	EX ON	MISC. ON	SKILL PAY	REMARKS
14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
1															
2															
3															
4															
5															
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27															
28															
29															
30															
31															
TTL															

1.b.

TOT. HRS. FAM. (M/F) PSL
 (M/F) (M/F) (M/F)

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ANNEX K

INSTRUCTIONS FOR COMPLETING THE CHP 71, ATTENDANCE REPORT

The following general information pertains to the completion of the CHP 71, Attendance Report. Detailed instructions are given in this annex. A sample CHP 71 is provided in Annex J, CHP 71, Attendance Report.

GENERAL INFORMATION

- **Legible Entries.** To avoid timekeeping errors, employees and supervisors shall ensure that the CHP 71 is completed electronically.
- **Workday.** An employee's workday starts at the beginning of the employee's shift and ends 24 hours later.
- **Entry for Every Day.** An appropriate entry shall be made for every day an employee was employed during the pay period, except for Work Week Group (WWG) E and SE employees.
- **Entering Time.** Time worked and taken off shall be entered in full hours and hundredths of hours, written in decimals (e.g., 2 hours and 15 minutes would be entered as 2.25).
- **Work Week Group E and SE Employees.** Only full day absences shall be entered, unless the absence is due to an industrial injury or Family and Medical Leave Act (FMLA)/California Family Rights Act (CFRA). A combination of paid leave credits may be used to report a full day absence (e.g., 4 hours holiday informal time off [HITO]/3 hours annual leave). (Refer to paragraph 3 of this chapter regarding WWG E and SE guidelines.)
- **Leave Credits.** Leave credits, including sick leave, vacation/annual leave, compensating time off (CTO), personal leave, holiday credit, furlough hours (FH), Professional Development Days (PDD), and excess hours, shall be charged according to the employee's work schedule and in accordance with the employee's bargaining unit (BU) agreement.
- **Midmonth Appointments or Separations.** When an employee was employed for only a partial pay period due to an appointment or separation, the appropriate notation "APPOINTED" or "SEPARATED" shall be entered in the REMARKS column corresponding with the effective date of the action.

ANNEX K

INSTRUCTIONS FOR COMPLETING THE CHP 71, ATTENDANCE REPORT (continued)

- Transfer or Promotion of Employee to New Command. When an employee is transferred or promoted to a new command, the CHP 71 shall be prepared as follows:

The losing command shall prepare the CHP 71 covering the time up to the reporting date of the new assignment. Enter the appropriate notation "TRANSFER" or "PROMOTION" in the REMARKS column on the last date reported. Totals shall not be entered for the vertical columns in the Total (TTL) row. The balances as of the first day of the pay period shall be entered in the appropriate columns of the Balances (BAL) box on the first line (1st OF THE PP). The CHP 71 shall be signed by the commander and initialed by the person preparing the CHP 71 for the period covered. The CHP 71 shall be forwarded to the new command.

- The new command shall complete the CHP 71 from the reporting date to the end of the pay period. The CHP 71 shall be signed by the new commander and initialed by the person preparing the CHP 71 for the period covered.
- The new command shall cross out the former location code number at the top left of the CHP 71 and enter the new location code number and/or classification code.

DETAILED INSTRUCTIONS FOR COMPLETING THE CHP 71, ATTENDANCE REPORT.

A sample CHP 71 is provided in Annex J. The item numbers on the sample correspond to the numbered items in the following instructions.

The CHP 71 is an electronic form that can be found on the CHP Intranet ➤ Forms. A CHP 71 completed in pen or pencil will not be accepted. Employees shall prepare their CHP 71 electronically, then print and submit it to the Area timekeeper by the end of each month as outlined in the following.

1. COLUMNS.

- a. Time Worked/Absences. The following columns shall be used to show time worked and absences for each regularly scheduled shift: DATE, R.T. (Regular Time), S.L. (Sick Leave), VA/AL (Vacation/Annual Leave), INJ. (Injury), C.T.O. (Compensating Time Off), EX. OFF (Excess Off), OFF PAY, MISC. OFF (Miscellaneous Off), and TOTAL.

ANNEX K

INSTRUCTIONS FOR COMPLETING THE CHP 71, ATTENDANCE REPORT (continued)

- b. Extra Time Worked. The following five columns to the right of the TOTAL column are used to record extra hours worked: PAID O.T. (Paid Overtime), C.T.O. (Compensating Time Off), EX. ON (Excess On), MISC. ON (Miscellaneous On) and SKILL PAY.
2. SOCIAL SECURITY NO. Employee's nine-digit social security number.
 3. NAME. Employee's name entered with last name, first name, and middle initial.
 4. I.D. NUMBER. Employee's departmental identification number.
 5. CLASS/SERIAL. Employee's current classification code and position serial number.
 6. CBID. Employee's current collective bargaining identifier.
 7. WWG. Employee's current Work Week Group.
 8. LOCATION CODE. Employee's current command location code.
 9. PAY PERIOD. Pay period entered as two-digit numbers for the month and four-digit numbers for the year (e.g., August 2024 would be 08/2024).
 10. OVER 11 CONSECUTIVE WORKING DAYS OFF PAY IN TWO CONSECUTIVE QUALIFYING PAY PERIODS. This box shall be checked when the employee was absent without pay for more than 11 consecutive working days beginning in the last pay period and ending in the pay period being reported. A holiday occurring during the absence does not break the continuity of the absence. Refer to Chapter 21, Sick Leave and Bereavement Leave; and Chapter 22, Vacation, Annual Leave, and Holiday-In-Lieu, of this manual.
 11. SHIFT START TIME. Enter the shift start time for WWG two employees only.
 12. SKILL PAY. Refer to Chapter 32, Pay Differentials, of this manual, for information regarding skill pays.
 - a. Permanent Evening Shift. Check this box when the employee is regularly assigned to a permanent evening shift for the pay period.
 - b. Permanent Night Shift. Check this box when the employee is regularly assigned to a permanent night shift for the pay period.

ANNEX K

INSTRUCTIONS FOR COMPLETING THE CHP 71, ATTENDANCE REPORT (continued)

c. Partial Shift (E or N in Skill Pay column). Check this box when the employee is regularly assigned to partial evening or night shift for the pay period. Enter the notation "E" for partial evening or "N" for night shift in the SKILL PAY column (Refer to Annex J.)

NOTE: This box is not checked when the employee works a shift schedule for overtime only.

d. Bilingual. Check this box when the employee is **receiving bilingual pay**.

13. WORK WEEK. Check the appropriate box for WWG 2 employees only.

a. Regular Work Week (M-F; 8-hour Shifts). Check this box when the employee is working a regular workweek schedule.

b. Irreg. Work Week (Other than Sat./Sun. Off). Check this box when the employee is working an irregular workweek schedule.

c. Alt. Work Week. Check this box when the employee is working an alternate workweek (AWW) schedule.

(1) 4/10 (DAY OFF: _____). Check this box and denote the employee's regular day off (RDO).

(2) 9/80 (DAY OFF: _____). Check this box and denote the employee's RDO.

(3) 9/40 (HALF DAY: _____). Check this box and denote the employee's regular half day off.

(4) 3/12 (DAY OFF: _____). Check this box and denote the employee's RDO.

When an employee is on a **9/80 or 3/12 AWW**, a red line will automatically populate after checking the dates on the AWW column on the right-hand side of the CHP 71. The appropriate dates for both short day and RDO shall be required. (Refer to paragraph 4.c. of this chapter.) Hours worked, leave credits used, or overtime hours worked during the first half of the shift shall be entered above the line; hours worked, leave credits used, or overtime hours worked during the second half of the shift shall be entered below the line. (Refer to Annex D and Annex E.)

ANNEX K

INSTRUCTIONS FOR COMPLETING THE CHP 71, ATTENDANCE REPORT (continued)

14. DATE.

- a. Pay Period Beginning Date. When the pay period begins before the first day of the calendar month, the blank row at the top of the form (above the number 1) shall be used to enter the pay period beginning date and appropriate entries.
- b. Pay Period Ending Date. When the pay period extends beyond the end of the calendar month, the blank row at the bottom of the form (below the number 31) shall be used to enter the pay period ending date and appropriate entries.
- c. Holidays. Enter an “H” next to the date for each holiday. (Refer to Chapter 23, Meal Periods, Rest Periods, Holidays, and Staggered and Flexible Work Hours, of this manual, for a listing of paid holidays.)

15. REGULAR TIME.

- a. Hours Worked–Work Week Group 2 Employees. All hours worked on a regularly scheduled workday are entered in the R.T. column in accordance with the employee’s work schedule.
- b. Hours Worked–Work Week Group E and SE Employees. The R.T. column shall be left blank.
- c. Regular Days Off–Work Week Group 2 Employees.
 - (1) Click on the date to auto populate an “X” in the R.T. column to identify the employee's RDO, according to the employee’s assigned work schedule.
 - (2) The total number of X days must equal the number in the pay period shown on the Pay Periods Information chart which is located on the CHP Intranet ➤ Resources ➤ Calendar ➤ FLSA Work/Pay Period Calendar. (Excludes AWW employees.)
 - (3) An employee who is employed for only a portion of the pay period shall receive an equivalent number of X days within the pay period. For example:
 - (a) An employee who begins employment after the first working day of the pay period shall be scheduled X days equivalent to the number of Saturdays and Sundays that fall after the date of employment.

ANNEX K

INSTRUCTIONS FOR COMPLETING THE CHP 71, ATTENDANCE REPORT (continued)

(b) An employee who terminates employment before the last working day of the pay period shall be scheduled X days equivalent to the number of Saturdays and Sundays that fall before the date of separation.

(c) An employee who is on dock for a portion of the pay period shall be scheduled for the same number of X days as Saturdays and Sundays that fall in the pay period.

d. Regular Days Off—Work Week Group E and SE Employees. The RDOs shall **not** be entered in the R.T. column.

e. Holidays—Nonuniformed Employees. (Refer to Annex F for holiday credit and overtime guidelines.)

(1) Regularly Scheduled Workday. If a holiday falls on a regularly scheduled workday and a full-time employee does not work, the employee shall be credited with 8 hours toward the required number of hours in the pay period.

(2) Part-Time Employees. If a holiday falls on a regularly scheduled workday and a part-time employee does not work, the employee shall be credited with a prorated amount based on the employee's time base. Enter the appropriate number of hours in the R.T. column (e.g., "4" shall be entered for a half-time employee). (Refer to Chapter 22 of this manual.)

(3) Intermittent Employees. If a holiday falls on a regularly scheduled workday and an intermittent employee does not work, the employee shall be credited with an amount based on the number of hours physically worked, not including hours off using paid leave credits. Enter the appropriate number of hours in the R.T. column. (Refer to Annex I.)

(4) Bargaining Unit 7, 12, and 13 Employees.

(a) Regular Holiday. Bargaining Unit 7 employees who are required to work on the regular holiday shall enter the hours physically worked in the R.T. column. If the employee physically works less than the regular scheduled workday the employee shall utilize holiday credits to complete the number of hours required for the scheduled workday. In the REMARKS column enter "HW". Holiday Credit earned shall be entered as "8" in the MISC. ON column and shall be reflected in the appropriate holiday credit (HC) balance box.

ANNEX K

INSTRUCTIONS FOR COMPLETING THE CHP 71, ATTENDANCE REPORT (continued)

(b) Premium Holiday. Bargaining Unit 7 employees who are required to work on the premium holiday shall enter the hours physically worked in the R.T. column. If the employee physically works less than the regular scheduled workday the employee shall utilize holiday credits to complete the number of hours required for the scheduled workday. In the REMARKS column enter "HW" and enter the number of hours physically worked divided by two and the employee's selected compensation type (either Pay, CTO, or HC). Once a compensation type has been selected a corrected CHP 71 changing the compensation type, shall not be accepted. Holiday Credit earned shall be entered as "8" in the MISC. ON column and shall be reflected in the appropriate HC balance box.

(5) Holiday on Regular Day Off. If a holiday falls on an employee's RDO, the employee will be credited with 8 hours of holiday credit. Enter on the date of the holiday in the MISC. ON column and enter "HOLIDAY CREDIT" in the REMARKS column. These holiday credit hours are not counted as time worked when computing the number of hours worked in the workweek for overtime purposes or in determining the workdays in the pay period.

Saturday Holidays. Except for Public Safety Dispatchers (PSD), Public Safety Operators (PSO), and Public Safety Dispatch Supervisors (PSDS) I/II, if a holiday falls on a Saturday, an employee will be credited with 8 hours of holiday credit. Holiday Credits earned shall be entered as "8" in the MISC. ON column and shall be reflected in the appropriate HC balance box. Saturday holidays for PSD, PSO, and PSDS I/II are credited the same as outlined in paragraphs 15.e.(1) and 15.e.(5) of this annex.

(6) 9/40 Alternate Work Week. For employees working the 9/40 AWW plan, when the holiday falls on a day the employee is scheduled to work 4 hours, but because of the holiday, does not work, "4" shall be entered in the R.T. column and "4" in the MISC. ON column. Enter "HOLIDAY CREDIT" in the REMARKS column.

(7) Retired Annuitants. Retired Annuitants are not entitled to any paid holidays.

(8) Working on a Holiday. When an employee works on a holiday (including a Saturday holiday), whether it is a scheduled workday or not, refer to the appropriate BU Memorandum of Understanding (MOU) for proper compensation.

ANNEX K

INSTRUCTIONS FOR COMPLETING THE CHP 71, ATTENDANCE REPORT (continued)

- (9) Work Week E Employees Working on a Holiday. When an employee in WWG E works on a holiday, enter the physical hours worked in the MISC. ON column and enter "HOLIDAY CREDIT" in the REMARKS column. Holiday Credit hours shall be reflected in the HCW balance box.
- f. Holidays–MO5 Uniformed Employees. Uniformed employees receive holiday-in-lieu credit in lieu of fixed state holidays. Holidays are considered regular workdays. (Refer to Chapter 22 of this manual.) If a holiday is not a scheduled RDO, a uniformed employee must charge leave credits for absences on the holiday.
- (1) Working on a Holiday. When a uniformed employee works on a holiday that falls on a Monday–Friday, enter "HW" (Holiday Worked) in the REMARKS column and no leave credits shall be charged.
- (2) Not Working on a Holiday. When a uniformed employee has NOT worked on the holiday, enter "HNW" (Holiday Not Worked) in the REMARKS column and leave credits shall be charged for the holiday.
- g. Travel Time.
- (1) Promotions and Transfers. A represented or supervisory employee who is being transferred or promoted to a new location should include reasonable travel time, not to exceed two days. Enter the hours for travel time in the R.T. column and "Promoted" or "Transfer" in the REMARKS column.
- (2) In-Service Training. Time on a scheduled workday for travel to and from a CHP training facility or other institution for in-service training (IST). An "IST" shall be entered in the REMARKS column. If travel time or a combination of travel time and training on a scheduled workday does not equal the employee's work schedule, and the employee does not report to duty, the time off duty shall be charged to accumulated credits. (Refer to Chapter 24, Overtime, of this manual for the procedure on entering time when travel occurs on a normal day off.)
- (3) To and From In-Service Training. On the date the employee **travels** or reports to the CHP training facility, if no travel is required, enter "TO IST" in the REMARKS column; on the date the employee leaves the CHP training facility or other institution, enter "FROM IST" in the REMARKS column.

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INSTRUCTIONS FOR COMPLETING THE CHP 71, ATTENDANCE REPORT (continued)

(4) To and From Alternate Worksite. On the date a WWG 2 employee **travels** to an alternative worksite, outside of their normal work hours, enter "TRAVEL" and the number of hours associated with the travel time in the REMARKS column. For example, "TRAVEL = 4 HOURS."

NOTE: The employee will be compensated for actual time spent traveling, in accordance with the applicable BU MOU. The travel time will be in pay or CTO, at the discretion of the Department head or designee. (Refer to Chapter 24 of this manual for provisions regarding travel time.)

h. Daylight Savings Time. When the regular scheduling of an employee to work during the transition from standard time to daylight savings time results in the employee working one hour less, no charge is made for the one hour not worked. The hours worked shall be entered in the R.T. column according to the employee's work schedule. When daylight savings time ends, an employee who has worked one hour more as a result shall be credited with one hour of overtime.

i. Return from Sick Leave or Injury Status. When an employee is required to return from sick leave or injury status for an official duty such as court appearance, the hours worked shall be entered in the R.T. column. If the employee works less hours than the employee's work schedule, the balance is entered in the S.L. or INJ. column. Time worked in excess of the employee's work schedule shall be entered in the PAID O.T. column in accordance with overtime regulations for the employee's classification. The reason for return to duty shall be entered in the REMARKS column.

j. Return from Vacation/Annual Leave. If an employee is required to return to work on a vacation/annual leave day, the time spent working shall be entered in the R.T. column and the balance of the day entered in the VA/AL column. Time worked in excess of the employee's work schedule shall be entered in the PAID O.T. column in accordance with overtime regulations for the employee's classification. The reason for return to duty shall be entered in the REMARKS column.

k. Injury this Shift. When an employee has been injured during a regularly scheduled workday, enter the time off duty in the R.T. column. The time is considered as time worked. Enter "INJURY THIS SHIFT" in the REMARKS column.

16. SICK LEAVE. An employee's time off for sick leave is entered in the S.L. column. (Refer to Chapter 21 of this manual and the appropriate BU MOU for provisions

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INSTRUCTIONS FOR COMPLETING THE CHP 71, ATTENDANCE REPORT (continued)

regarding usage.) Usages for the month shall not exceed the employee's beginning leave balance. (Refer to paragraph 29 for specific notations to be used in the remarks section.)

17. VACATION/ANNUAL LEAVE. An employee's time off for Vacation or Annual Leave shall be entered in the VA/AL column. (Refer to Chapter 22 of this manual and the appropriate BU MOU for provisions regarding usage.) Usages for the month shall not exceed the employee's beginning leave balance. (Refer to paragraph 29 for specific notations to be used in the remarks section.)

18. INJURY. An employee's time off on a claim of a work-related injury shall be entered in the INJ. column. (Refer to Chapter 20, Injury/Medical Procedures and Benefits, of this manual.)

a. The INJ. column shall be used for all work-related injury absences.

b. Nonuniformed Employees.

(1) When an employee has time off subsequent to the shift of the injury, and the injury is considered to be industrial, enter the hours in the INJ. column and enter "CREDITS CHARGED" in the REMARKS column. Credits being used to cover the absence shall be entered in the appropriate BAL box.

(2) Temporary Disability. When an employee has been approved for Temporary Disability (TD), enter the hours in the INJ. column and enter "TD" in the REMARKS column.

(3) Industrial Disability Leave. When an employee has been approved for Industrial Disability Leave (IDL), enter the hours in the INJ. column and enter "IDL" in the REMARKS column.

c. Uniformed Employees—Section 4800.5 LC Time. Injury time considered approved subsequent to the date of injury, enter the hours in the INJ. column and enter "4800.5 TIME" in the REMARKS column. Credits shall **not** be charged for the absence.

d. Work Week Group E and SE Employees. Full and partial day absences due to industrial injury shall be entered in the INJ. column and the appropriate notation entered in the REMARKS column.

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INSTRUCTIONS FOR COMPLETING THE CHP 71, ATTENDANCE REPORT (continued)

19. COMPENSATING TIME OFF. An employee's time off using CTO credits shall be entered in the C.T.O. column. Refer to the appropriate BU MOU for represented employees for provisions regarding usage. (Refer to paragraph 29 for specific notations to be used in the remarks section.)
20. EXCESS OFF. An employee's time off using excess hours credits is entered in the EX. OFF column. (Refer to the appropriate BU MOU for represented employees for provisions regarding usage.)
- a. Minus Excess Hours. Minus excess hours shall be shown on the employee's last regular day(s) off. Indicate the number of minus excess hours in the EX. OFF column and enter "MINUS EXCESS" in the REMARKS column.
 - b. Work Week Group E and SE Employees. The EX. OFF column shall be left blank.
 - c. Using Leave Credits in Lieu of Excess Hours. When an employee is using other leave credits in lieu of Excess Off hours, enter the number of hours in the EX. OFF column and enter "Leave credits used in lieu of EH" in the REMARKS column. Credits being used to cover the Excess Off hours shall be entered in the appropriate BAL box.
21. OFF PAY. The following types of absences shall be entered in the OFF PAY column, and the appropriate notation to describe the type of absence shall be entered in the REMARKS column:
- a. Authorized Leave Without Pay (Dock). When an employee has insufficient credits to cover the absence, enter the number of hours in the OFF PAY column and enter "L" in the REMARKS column.
 - b. Disapproved Sick Leave. When an employee has a disapproved sick leave (DSL) request, enter the number of hours in the OFF PAY column and enter "DSL" in the REMARKS column. (Refer to Chapter 21 of this manual.)
 - c. Family and Medical Leave Act/California Family Rights Act Leave. When an employee is on unpaid leave under FMLA/CFRA, enter the number of hours in the OFF PAY column and enter "FMLA/CFRA" in the REMARKS column. (Refer to Chapter 45, Family and Medical Leave Act/California Family Rights Act, of this manual.)

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INSTRUCTIONS FOR COMPLETING THE CHP 71, ATTENDANCE REPORT (continued)

- d. Nonindustrial Disability Leave. When an employee has been approved for NDI and is not supplementing with leave credits or is not using leave credits pending an NDI decision, enter the number of hours in the OFF PAY column and enter "NDI" or "PENDING NDI" in the REMARKS column. (Refer to Chapter 8, Leave of Absence, of this manual.)
- e. Suspension. When the employee has been suspended (SUS) without pay due to an adverse action, enter the number of hours in the OFF PAY column and enter "SUS" in the REMARKS column.
- f. Unauthorized Time Off. When an employee is absent without pay due to unauthorized time off, enter the number of hours in the OFF PAY column and enter "AWOL" (Absence without Leave) in the REMARKS column.
- g. Work Week Groups E and SE Employees. Only full day absences without pay shall be entered in the OFF PAY column. (Refer to paragraph 3.b.(6) of this chapter and Chapter 25, Absence Without Pay [DOCK], of this manual.)
22. MISCELLANEOUS OFF. The following types of miscellaneous absences **with pay** shall be entered in the MISC. OFF column, and the appropriate notation to describe the type of absence shall be entered in the REMARKS column.
- a. Administrative Time Off.
- (1) State of Emergency. (Refer to Chapter 26, Miscellaneous Absences with Pay, of this manual regarding Administrative Time Off [ATO] during a state of emergency.)
- (2) Relocation Administrative Time Off. Designated managers who relocate to a new assignment due to transfer or promotion may be granted up to five working days of ATO by the appropriate commander in order to move or attend to details associated with moving (e.g., locate housing, schools, sign mortgage or lease agreements). Supervisory personnel who have been offered and accepted a promotion to a managerial position may be granted ATO prior to the effective date of the promotion. In accordance with Section 19991.10 GC, such ATO shall not exceed five working days (40 hours) without prior approval of the California Department of Human Resources (CalHR). Enter the number of hours used in the MISC. OFF column and enter "RELOCATION ATO" in the REMARKS column. (Refer to Chapter 26 of this manual.)

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INSTRUCTIONS FOR COMPLETING THE CHP 71, ATTENDANCE REPORT (continued)

- (3) Administrative Time Off other than that listed in paragraphs 22.a.(1) and 22.a.(2) above shall be approved by the Commissioner. Administrative Time Off over 30 days shall be approved by CalHR. When approved, enter the number of ATO hours used in the MISC. OFF column and enter "ATO" in the REMARKS column.
- b. Bereavement Leave. When an employee is using bereavement leave, enter the number of hours in the MISC. OFF column and enter "BL" in the REMARKS column (**shall** be utilized in 1-hour increments). (Refer to Chapter 21 of this manual.)
- c. Counseling. When an employee took time off for mandatory counseling as a result of a shooting incident, enter the number of hours in the MISC. OFF column and enter "C" in the REMARKS column. (Refer to Chapter 26 of this manual.)
- d. Donor Leave. When an employee has donated an organ or bone marrow to another person, enter the number of hours in the MISC. OFF column and enter "ORGAN DONOR" or "BONE MARROW DONOR" in the REMARKS column. (Refer to Chapter 26 of this manual.)
- e. Employment Interviews. When an employee took time off with pay for a state employment interview during work hours, enter the number of hours in the MISC. OFF column and enter "EI" in the REMARKS column. (Refer to Chapter 26 of this manual.)
- f. Funeral Attendance. When an employee is approved by the commander or Division Chief to attend a funeral on state time, enter the number of hours for the absence in the MISC. OFF column and enter "FATT" in the REMARKS column. (Refer to Chapter 26 of this manual.)
- g. Furlough Program. When an employee uses Furlough Program hours, the number of used hours shall be entered in the MISC. OFF column and "FH" entered in the REMARKS column. The furlough credits used and accrued shall be reflected in the FH balance box. (Refer to Chapter 26 of this manual.)
- (1) Furlough Hours Used for Pending Nonindustrial Disability Insurance. When an employee elects to use FH credits prior to the approval for NDI, enter the number of hours in the MISC. OFF column and enter "FH PENDING NDI" in the REMARKS column. (Refer to Chapter 8 of this manual.)

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INSTRUCTIONS FOR COMPLETING THE CHP 71, ATTENDANCE REPORT (continued)

- h. Holiday Credit Hours Used. When an employee is using HC for an absence, enter the number of hours in the MISC. OFF column and enter "HC" or "HC W" in the REMARKS column. Holiday credit hours can be used in the same manner as vacation/annual leave. (Refer to paragraph 29 for additional notations to be used in conjunction with "HC" or "HC W".)
- i. Holiday Informal Time Off. Holiday Informal Time Off shall be utilized in 4-hour increments. Enter the number of hours in the MISC. OFF column and enter "HITO" in the REMARKS column. (Refer to Chapter 26 of this manual.)
- j. Jury Duty. When an employee performed jury duty on a regularly scheduled workday, enter the number of hours in the MISC. OFF column and enter "JD" in the REMARKS column. The total shall not exceed eight hours for each day of jury duty. Credits shall be charged to complete the AWW schedule for that day.
- k. Mentoring Leave. When an employee is entitled to paid leave (employee has used 40 hours of personal time) for participating in mentoring leave duties, enter the number of hours in the MISC. OFF column and enter "MENTORING LEAVE" in the REMARKS column. (Refer to Chapter 26 of this manual.)
- l. Military Leave. When an employee remains on the payroll under the 30-day (172 hours) pay provision, enter the number of hours in the MISC. OFF column and enter "ML" in the REMARKS column. The RDOs falling within the period of military leave shall be shown by "X" in the R.T. column. (Refer to Chapter 8 and Chapter 26 of this manual.)
- m. Out-Service Training. When an employee is in out-service training, enter the number of hours in the MISC. OFF column and enter "OST" in the REMARKS column. (Refer to Chapter 26 of this manual.)
- n. Personal Holiday. When an employee is using a personal holiday, enter the number of hours in the MISC. OFF column and enter "PH" in the REMARKS column. (Refer Chapter 23 of this manual.) Credits shall be charged to complete the AWW schedule for that day.
- o. Personal Leave. When an employee is using personal leave credits (PLP, PLP 2003, PLP 2010, PLP 2012, PLP 2020, PLP 2025, VPLP), enter the number of hours in the MISC. OFF column and enter "PLP", "PLP 2003", "PLP 2010", "PLP 2012", "PLP 2020", "PLP 2025", or "VPLP" as appropriate, in the REMARKS

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INSTRUCTIONS FOR COMPLETING THE CHP 71, ATTENDANCE REPORT (continued)

column. Personal leave is used in the same manner as vacation/annual leave. (Refer to paragraph 29 for additional notations to be used in conjunction with PLP.)

p. State Civil Service Examination. When an employee appears for any part of a state civil service examination, including an examination appeal hearing before the State Personnel Board (SPB), or for an interview resulting from certification from a state civil service employment list; enter the number of hours in the MISC. OFF column and enter "CSX" in the REMARKS column. (Refer to Chapter 26 of this manual.)

q. State Personnel Board Hearings. When an employee is scheduled for an SPB hearing during their work hours, enter the number of hours in the MISC. OFF column and enter "SPBH" in the REMARKS column. (Refer to Chapter 26 of this manual.)

r. Subpoenaed Witness. When an employee remits the fee to the state and their absence is with pay, enter the number of hours in the MISC. OFF column and enter "SW" in the REMARKS column. No entry is required in the MISC. OFF column or the REMARKS column when the employee appears in a court case by or on behalf of the Department.

s. Voting. When an employee is granted time off with pay to vote, enter the number of hours in the MISC. OFF column and enter "VOTING" in the REMARKS column. (Refer to Chapter 26 of this manual.)

t. Work Week Groups E and SE Employees. Only full day absences for bereavement leave, personal leave, personal holidays, and any time off for FMLA/CFRA shall be reported in the MISC. OFF column. Enter the appropriate notation in the REMARKS column.

u. Wounded Warriors Transitional Leave Act—Sick Leave. When an employee is entitled to sick leave under the Wounded Warriors Transitional Leave Act—Sick Leave (WWSL), enter the number of hours in the MISC. OFF column and enter "WWSL" in the REMARKS column. (Refer to Chapter 26 of this manual.)

v. For any other miscellaneous absence allowed with pay, enter the number of hours in the MISC. OFF column and enter a notation to describe the type of absence in the REMARKS column.

23. TOTAL.

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INSTRUCTIONS FOR COMPLETING THE CHP 71, ATTENDANCE REPORT (continued)

- a. The TOTAL column reflects the daily time worked and/or time absent.
- b. Click on the date to the left of the R.T. column to auto populate an "X" on all RDOs according to the employee's work schedule.
- c. Work Week Group E and SE Employees. The total for the R.T. column shall be left blank.

24. PAID OVERTIME.

- a. Enter the number of overtime hours the employee is authorized for cash compensation in the PAID O.T. column. (Refer to Chapter 24 of this manual or the appropriate BU MOU.)
- b. Breaks—Public Safety Dispatchers. Enter "0.50" in the PAID O.T. column when a PSD has missed two break periods and enter "BREAKS" in the REMARKS column. (Refer to the BU 7 MOU.)
- c. Mandatory Overtime—Public Safety Dispatchers. Enter number of mandatory overtime hours in the PAID O.T. column and enter "MAND OT" in the REMARKS column. (Refer to the BU 7 MOU.)
- d. On-Call/Standby Pay. Enter the number of hours the employee is authorized cash compensation for on-call/standby in the PAID O.T. column and enter "OCSB" in the REMARKS column. (Refer to Chapter 24 of this manual or the appropriate BU MOU.)
- e. Standby Pay. Standby hours are compensated as CTO hours earned unless the employee has reached the maximum CTO balance. Enter "SBPD" in the REMARKS column for the hours over the maximum CTO balance which will be paid at a straight-time rate.
- f. Work Week Group E and SE Employees. The PAID O.T. column shall be left blank.

25. COMPENSATING TIME OFF.

- a. Enter the number of overtime hours the employee is authorized for CTO compensation in the C.T.O. column. (Refer to Chapter 24 of this manual or the appropriate BU MOU.)

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INSTRUCTIONS FOR COMPLETING THE CHP 71, ATTENDANCE REPORT (continued)

- b. Mandatory Overtime—Public Safety Dispatchers. Enter number of mandatory overtime hours in the C.T.O. column and enter “MAND OT” in the REMARKS column. (Refer to the BU 7 MOU.)
- c. On-Call/Standby Compensating Time Off. Enter the number of hours the employee is authorized CTO for on-call/standby (OCSB) in the C.T.O. column and enter “OCSB” in the REMARKS column. (Refer to Chapter 24 of this manual or the appropriate BU MOU.)
- d. Standby Compensating Time Off. Enter the number of hours the employee is authorized CTO for standby in the C.T.O. column and enter “SB” in the REMARKS column. (Refer to Chapter 24 of this manual or the appropriate BU MOU.)

26. EXCESS ON.

- a. Plus excess hours shall be shown on the last full physical day(s) the employee worked. Indicate the number of plus excess hours in the EX. ON column and enter “PLUS EXCESS” in the REMARKS column. Deduct number of hours from regular time column.
- b. Work Week Group E and SE Employees. The EX. ON column shall be left blank unless reporting hours that qualify for the Arduous Pay Differential. (Refer to Chapter 32 of this manual.)

27. MISCELLANEOUS ON.

- a. Credit for a Holiday. Enter the number of hours an employee is entitled to credit for the holiday in the MISC. ON column.
- b. Holiday on Regular Day Off. If a holiday falls on an employee’s RDO, the employee will be credited with 8 hours of holiday credit. Enter “8” on the date of the holiday in the MISC. ON column and enter “HOLIDAY CREDIT” in the REMARKS column. These holiday credit hours are not counted as time worked when computing the number of hours worked in the workweek for overtime purposes or in determining the workdays in the pay period.
- c. On-Call/Standby. Enter the number of hours the employee is on on-call/standby status for each date(s) in the MISC. ON column and enter “OCSB” in the REMARKS column. (Refer to Chapter 24 of this manual or the appropriate BU MOU.)

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INSTRUCTIONS FOR COMPLETING THE CHP 71, ATTENDANCE REPORT (continued)

- d. Standby. Enter the hours the employee is required to be on standby status for each date(s) in the MISC. ON column and enter "SB" in the REMARKS column.
- e. Work Week Group E Employees Working on a Holiday. When an employee in WWG E works on a holiday, enter the physical hours worked in the MISC. ON column and enter "HOLIDAY CREDIT" in the REMARKS column. Holiday Credit hours shall be reflected in the HC W balance box.

28. SKILL PAY.

- a. Partial Shift Pay. On the date(s) an employee was regularly assigned to the evening (E) or night (N) shift for part of the pay period, enter "E" or "N" in the SKILL PAY column. Employees are not entitled to partial shift when overtime is worked on a regular day off. (Refer to Chapter 32 of this manual.)
- b. Public Safety Dispatcher-In-Charge Pay. On the date(s) a PSD performs the duties of a Public Safety Dispatcher-In-Charge during a shift, enter "OIC" in the SKILL PAY column. (Refer to the BU 7 MOU.)
- c. Training Officer Pay. On the date(s) a PSD, PSO, or Motor Carrier Specialist I function in a training officer capacity for a **full shift**, enter "TR" in the SKILL PAY column. (Refer to the BU 7 MOU.)

29. REMARKS.

- a. The REMARKS column shall be used to describe the type of absence, in addition to providing explanations for specific actions.
- b. The following is a list of types of absences that require specific notations in the REMARKS column:
 - (1) Administrative Time Off (ATO).
 - (2) Appointment Effective Date (APPOINTED).
 - (3) Authorized Leave Without Pay–Dock (L).
 - (4) Bereavement Leave (BL).
 - (5) Bone Marrow Donor (BONE MARROW DONOR).

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INSTRUCTIONS FOR COMPLETING THE CHP 71, ATTENDANCE REPORT (continued)

- (6) Breaks—PSDs (BREAKS).
- (7) Commander Change (COMM. CHG.)—When the commander imposes a temporary change, or suspends the employee’s AWW plan, enter “COMM. CHG.” in this column.
- (8) Credits Charged for Industrial Injury (CREDITS CHARGED).
- (9) Counseling (C).
- (10) Disapproved Sick Leave (DSL).
- (11) Employment Interviews (EI).
- (12) Family Activity Leave (FA).
- (13) Family Crisis Leave (FCL).
- (14) Family Death (FD).
- (15) Family and Medical Leave Act/California Family Rights Act (FMLA, CFRA or FMLA/CFRA).
- (16) Family School Partnership Act (FSPA).
- (17) Family Sick Leave (FSL).
- (18) Funeral Attendance on State Time (FATT).
- (19) Furlough Hours (FH).
- (20) Holiday Credit Earned (HOLIDAY CREDIT).
- (21) Holiday Credit Hours Used (HC).
- (22) Holiday Informal Time Off (HITO).
- (23) Holiday Not Worked (HNW).
- (24) Holiday Worked (HW).

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INSTRUCTIONS FOR COMPLETING THE CHP 71, ATTENDANCE REPORT (continued)

- (25) Industrial Disability Leave (IDL).
- (26) Injury This Shift (INJURY THIS SHIFT).
- (27) In-Service Training (TO IST, FROM IST).
- (28) Jury Duty (JD).
- (29) Labor Code 4800.5 Time (4800.5 TIME).
- (30) Leave Credits Used in Lieu of Other Leave Credit (IN LIEU OF _____).
- (31) Mandatory Overtime (MAND OT).
- (32) Mentoring Leave (MENTORING LEAVE).
- (33) Military Leave (ML).
- (34) Minus Excess (MINUS EXCESS).
- (35) Nonindustrial Disability Insurance (NDI).
- (36) On-Call/Standby (OCSB).
- (37) Organ Donor (ORGAN DONOR).
- (38) Out-of-Class Pay (O/C)—(Refer to Chapter 40, Out-Of-Class Assignments, of this manual.)
- (39) Out-Service Training (OST).
- (40) Pending NDI (PENDING NDI).
- (41) Personal Holiday (PH).
- (42) Personal Leave (PLP, PLP 2003, PLP 2010, PLP 2012, PLP 2020, PLP 2025, VPLP).
- (43) Plus Excess Hours (PLUS EXCESS).
- (44) Promotion Effective Date (PROMOTION).

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INSTRUCTIONS FOR COMPLETING THE CHP 71, ATTENDANCE REPORT (continued)

- (45) Professional Development Days (PDD).
- (46) Reimbursable Union Leave (REIMB UL).
- (47) Release Time Bank (REL) .
- (48) Relocation ATO (RELOCATION ATO).
- (49) Return from Sick Leave or Injury Status (enter “returned from” either “SL” or “Injury Status”).
- (50) Return from Vacation/Annual Leave.
- (51) Separation Date (SEPARATED).
- (52) Sick Leave (SL).
- (53) Standby Hours Worked (SB).
- (54) Standby Hours Paid (SBPD).
- (55) State Civil Service Examination (CSX).
- (56) Suspension (SUS).
- (57) State Personnel Board Hearings (SPBH).
- (58) Subpoenaed Witness (SW).
- (59) Temporary Disability Leave (TD).
- (60) Terminated Date (TERMINATED).
- (61) Transfer Effective Date (TRANSFER).
- (62) Travel Time To and From Alternate Worksite (TRAVEL).
- (63) Unauthorized Time Off (AWOL).
- (64) Voting (VOTING).
- (65) Wounded Warriors Transitional Leave Act—Sick Leave (WWSL).

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INSTRUCTIONS FOR COMPLETING THE CHP 71, ATTENDANCE REPORT (continued)

30. TOTAL (BOTTOM OF THE CHP 71).

a. Totals of Individual Columns.

(1) The hours in each individual column will be automatically totaled and entered in the appropriate space for that column in the TTL row. Entries in the SKILL PAY column need not be totaled.

NOTE: Do not include "carryover CTO hours" or "carryover Paid OT hours" from the prior pay period in the totals.

(2) The totals of the PAID O.T. and C.T.O. columns **shall** include hours worked in the overlapping workweek.

(3) When added together, the totals of the following individual columns should equal the amount in the TOTAL column: R.T., S.L., VA/AL, INJ., C.T.O., EX. OFF, OFF PAY, and MISC. OFF.

(4) The total hours **shall not exceed 168 or 176** depending on the number of working days in the pay period (21 or 22 respectively).

(5) Work Week Group E and SE Employees. The TOTAL column shall be left blank.

b. Total Hours Family Sick Leave. The number of sick leave hours taken during the pay period for family sick leave shall be entered in the TOT. HRS. FAM. S.L. box. Sick leave taken in conjunction with bereavement leave is not included in the total.

31. BALANCES BOXES.

a. Vacation/Annual Leave/Sick Leave.

(1) Entries shall be included in the 1st OF THE PP column for each leave bank the employee has a balance. These amounts will be from the 1st OF NEXT PP column of the previous month CHP 71.

(2) In the LESS USED column, enter the total used during the pay period as shown in the TTL row for each leave bank used. Usages for the month shall not exceed the employee's beginning leave balance.

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**INSTRUCTIONS FOR COMPLETING THE CHP 71, ATTENDANCE REPORT
(continued)**

(3) In the SUB column, enter the amount remaining after deducting the amount used from the 1st OF THE PP column for each leave bank.

(4) In the PLUS EARNED column, enter all leave credits accrued or earned in the pay period.

(5) In the 1st OF NEXT PP column, enter the total after adding the accruals and leave credits earned in the pay period. These numbers will be the amounts to enter on the following months CHP 71 in the 1st OF THE PP column.

b. Voluntary Personal Leave Program. The VPLP is not available to BU 5 and excluded employees. (Refer to the appropriate BU MOU for all other represented employees.)

Use the following chart to determine the number of hours earned per VPLP day:

Hours on Pay Status During the Pay Period	VPLP Accrual Hours
0 - 10.9	0
11 - 30.9	1
31 - 50.9	2
51 - 70.9	3
71 - 90.9	4
91 - 110.9	5
111 - 130.9	6
131 - 150.9	7
151 - or over	8

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INSTRUCTIONS FOR COMPLETING THE CHP 71, ATTENDANCE REPORT (continued)

c. Compensating Time Off. The C.T.O. column shall be used to record overtime for which CTO is authorized. (Refer to Chapter 24 of this manual or the employee's BU MOU.)

(1) The CTO credit earned during the current pay period shall include any hours carried over from the previous pay period. **Do not include hours that will carry over to the next pay period.**

(2) The CTO earned in a workweek that includes 40 hours of regular time worked will be calculated at time-and-a-half. The CTO earned in a workweek with less than 40 hours of regular time worked by be compensated at straight time.

d. Excess Hours. When an employee does not have sufficient excess hours to cover the amount used, refer to Annex D for an example of the entry in the BAL box.

32. PROFESSIONAL DEVELOPMENT DAY(S) USED. For employees represented by BU 12 and those that are excluded or exempt, check **No** until the employee takes the professional development days. Once the employee uses the PDD, check **Yes**. This information shall be entered on the form for successive pay periods during the fiscal year. All other represented employees will track their PDD hours in the BALANCES boxes.

33. PERSONAL HOLIDAY(S) USED. Check **No** until the employee takes the last personal holiday(s). Once the employee uses all available personal holiday(s), check **Yes**. This information shall be entered on the form for successive pay periods during the fiscal year.

34. INITIALS OF PERSON PREPARING FORM. The person who prepared the CHP 71 shall initial the report in the space provided.

35. COMMANDING OFFICER'S SIGNATURE. The commander or acting commander shall sign in the space provided. A block name stamp may be used if it is initialed by the commander or acting commander. Before using a stamp, the commander shall notify the HRS, PTU, by memorandum and include a sample of the stamp and the initials to be used. Commanders shall be required to forward their original CHP 71 to Division for signature. The command shall forward a preliminary copy of the commander's CHP 71 to the HRS, PTU.