DEPARTMENT OF CORRECTIONS
FIREFIGHTER BU 06

SPECIAL PROCESSING

Special processing is required for Firefighter 1, BU06 (class code 9001). This handout details how accruals, waiting periods and the posting of holiday credits will be processed.

I. **VACATION WAITING PERIOD**
    The Vacation Waiting Period for Firefighters (9001) can be added when vacation is initially added to the system using the B66-Leave Benefit Add screen. If the benefit already exists, the waiting period can be added using the B74-Waiting Period Maintenance screen.

II. **VACATION, ANNUAL LEAVE AND SICK LEAVE ACCRUALS**
    The following chart details the accrual rates that are maintained by CLAS effective with the 04/02 Leave Period:

VACATION		ANNUAL LEAVE		SICK LEAVE
0 mo. - 3 yrs	10 hrs	0 mo. - 6 mo	0 hrs*	12 hrs
37 mo. - 10 yrs	13 hrs	7 mo. - 3 yrs	14 hrs	
121 mo. - 15 yrs	16 hrs	37 mo. - 10 yrs	18 hrs	
181 mo. - 20 yrs	17 hrs	121 mo. - 15 yrs	20 hrs	
241 mo. and over	18 hrs	181 mo. - 20 yrs	22 hrs	
		241 mo. and over	23 hrs	
		* Not eligible for AL until after 6 mos. service		

If employee is entitled to rates that differ from these rates, non-standard rates must be entered.

When the benefit is initially added to the system using the B66-Leave Benefit Add screen, the non-standard rate can be included. If the benefit already exists, the non-standard rate can be added using the B70 - Non-Standard Rate Maintenance screen.

Note: When a benefit has a non-standard accrual rate, the system cannot determine the next accrual rate change leave period. The accrual rate change leave period must

be tracked manually and the non-standard rate updated using the B70 - Non-Standard Rate Maintenance screen.

III. **HOLIDAY CREDITS**
    The quarterly holiday credit in lieu of holidays must be posted by the facility using the B50- Leave Benefit Transaction Entry screen with transaction HC05.

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