

## Documentation:

### Sick\_and\_Injured Report

#### Description:

1. This report displays total hours missed due to sickness or injury since the beginning of the current calendar year for all uniformed members of the Rochester Fire Department. The report processes nightly.
2. Members are flagged if they are close to exhausting, or if they have exhausted, their allocated sick-injured hours based on years of service.
3. Link to report and project folder:

[G:\Admin Projects\Payroll\Sick\\_and\\_Injured\\_Report](G:\Admin Projects\Payroll\Sick_and_Injured_Report)

#### Definitions:

**Sick or Injured Schedule Types** are defined as follows:

Description	Workday Code (for payroll)	Schdtypeid (for developers)
Sick	003	4
Off Duty Injury	005	6
Pending On Duty Injury	017	86
FEMA Sick	118	88

**Uniformed Members:** Any uniformed member at rank firefighter and above (i.e., does **not** include the following ranks: recruits, trainees, interns, reserved, emergency vehicle technicians, or civilians).

**YELLOW FLAGS:** Members with 240 or fewer sick-injured hours remaining are highlighted yellow in the report based on these conditions:

- Years of service  $\geq 5$  years and **total sick-injured hours** is  $\geq 864$  hours
- Years of service  $< 5$  years and **total sick-injured hours**  $\geq 312$  hours

**RED FLAGS:** Members that have exhausted their allocated sick-injured hours are highlighted red based on these conditions:

- Years of service  $\geq 5$  years and **total sick-injured hours** is  $\geq 1,104$
- Years of service  $< 5$  years and **total sick-injured hours** is  $\geq 552$

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### **Automated Emails:**

An automated email is sent to the following positions when a member is added to the yellow flag or red flag group at report runtime:

- Case Manager
- Finance Supervisor
- Dedicated Payroll email address, [rfd-payroll@cityofrochester.gov](mailto:rfd-payroll@cityofrochester.gov)
- CAR3, EDC-O
- CAR2, EDC-A