**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.
2. Members are flagged if they are close to exhausting, and if they have exhausted, their allocated sick-injured hours based on years of service.
3. The report runs nightly

**Definitions**: A shift type is defined as sick or injured by these schedule types:

|  |  |  |
| --- | --- | --- |
| **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 |

**YELLOW FLAGS:** Members that are 240 hours or less from exhausting their allocated sick-injured hours are highlighted yellow in the report based on these conditions:

* Years of service >= 5 years and **total sick and injured hours** is >=864 hours
* Years of service < 5 years and **total sick and injured hours** >= 312 hours

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

* Years of service >= 5 years and **total sick and injured hours** is > 1,104
* Years of service < 5 years and **total sick and injured hours** is > 552

**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