



## **12-HOUR SHIFT POLICY REVIEW, UNDERSTANDING & SELECTION**

I have reviewed and understand all provisions of the Firelands Regional Medical Center 12-hour shift policy.

I acknowledge that there are differences between 8-hour shift and 12-hour shift team members with respect to certain compensation and benefits policy provisions. More specifically, I understand that:

1. All hours that I work over 40 in any workweek will be compensated for at the rate of 1½ times my straight time rate
2. My eligibility for any shift and/or weekend differential pay will be determined based upon my punch-in day and time.
3. Since I retain my full-time employee status:
  - a. One vacation week equals 40 paid vacation benefit hours and one vacation day equals 12 paid vacation benefit hours.
  - b. One sick week equals 40 paid sick time benefit hours and one sick day equals 12 paid sick time benefit hours.
  - c. One recognized national holiday equals 0, 8, or 12 paid holiday benefit hours to a maximum of 48 hours each calendar year, as designated by me. If I fail to submit a Schedule Request Form prior to the holiday, 8 hours will be paid to me.
  - d. One floating holiday equals 12 paid benefit hours.
  - e. One bereavement day equals 12 paid benefit hours.
  - f. One jury duty day equals 12 paid benefit hours.
4. To help insure the accuracy in the allocation of my various paid time-off benefits as well as the correctness of my payroll checks, I am responsible for submitting to my supervisor a Scheduling Request Form for time-off from work with pay. When this is not possible, i.e., sick leave, I will complete and submit the request my first day back to work.
5. Generally, payroll and paycheck errors of less than eight hours pay will be corrected in my next payroll check.

I have reviewed and understand this memorandum and choose to voluntarily continue working my assigned shift(s).

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

Clock # \_\_\_\_\_ Date \_\_\_\_\_