

## CALCULATING SHIFT RELIEF FACTOR

A.	Number of days per year that the agency is closed/no services offered	0
B.	Number of agency work days per year/365-0	365
C.	Number of regular days off per employee per year/52 weeks x 2 days off per week	104
D.	Number of vacation days per employee per year	11
E.	Number of holidays off per employee per year	11
F.	Number of sick days off per employee per year	11
G.	Number of days off per employee per year/includes military leave, LWOP, disciplinary SWOP, unexcused absences	9.35
H.	Number of training days per year	14.46
I.	Total number of days off per year/C + D + E + F + G + H	160.81
J.	Number of actual work days per employee per year/B – I	204.19
K.	Shift relief factor for 7 day post on 8 hour shift/B divided by J	1.79
	Shift relief factor for 7 day post on 12 hour shift/B divided by J	2.69
L.	Number of FTE required to fill 1, 24-hour 7-day post/3 (number of 8 hour shifts in 24) x K	5.37
M.	Shift relief factor for 5 day post/B – C divided by J	1.28
N.	Number of FTE required to fill 1, 8-hour 5-day post/1 x 1.28	1.28