

# **ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH AUTHORITY**

## **ADMINISTRATIVE PROCEDURE**

Date Issued **03/24**

Page **1**

<b>CHAPTER</b> Human Resources		<b>CHAPTER</b> 06	<b>SECTION</b> 001	<b>SUBJECT</b> 0075
<b>SECTION</b> Personnel		<b>SUBJECT</b> Personnel: Work Schedules; Leavetime; Overtime; Timecards		
<b>WRITTEN BY</b> P. Lawton, D. Johnson, G. Siudym & Timehseet Ad Hoc Workgroup		<b>REVISED BY</b> Jody Kruskie		<b>AUTHORIZED BY</b> Tracey Pingitore

### **I. APPLICATION:**

- ☐ SCCCMHA Board
- ☐ SCCCMHA Providers & Subcontractors
- ☒ Direct-Operated Programs
- ☐ Community Agency Contractors
- ☐ Residential Programs
- ☐ Specialized Foster Care

### **II. PURPOSE STATEMENT:**

St. Clair County Community Mental Health Authority (SCCCMHA) shall ensure consistent standards, guidelines and procedures are followed regarding staff fixed and variable schedules, sick, personal, funeral, vacation leave, overtime and timecards.

### **III. DEFINITIONS:**

- A. Call Back: An authorized request of an employee to leave their home to provide services of a crisis/emergency nature at the usual work site or some other location at an unscheduled time (i.e., after-hours site visit with a person we serve required by Supervisor).
- B. Crisis Response: After-hour crisis response with a person we serve/family.
- C. Employment Status: The status of employment in regards to whether the employee is a regular full-time, regular part-time, temporary full-time or temporary part-time.
- D. Fixed Schedule: A pre-determined schedule approved for specific working hours in a week. For example: 7:30 a.m. to 4:00 p.m. each day; or some pre-established variation of hours which total 37.5 hours in a week for a full-time employee. This schedule shall be consistent each week and will not vary. The fixed schedule shall not exceed 37.5 hours per week. Employees will be entitled to overtime after 37.5 hours per week. Overtime will require the Supervisor's prior written approval.
- E. Variable Schedule: A schedule of working hours other than typical working hours of 8:30 a.m. to 5:00 p.m. The week's total cannot exceed 40 hours or be less than 35 hours. A Variable Schedule employee shall make every attempt to adjust excess hours worked so as not to work over 40 hours in any given week or 75 hours in a pay period. The variable schedule may vary on a weekly basis.

<b>CHAPTER</b> Human Resources	<b>CHAPTER</b> 06	<b>SECTION</b> 001	<b>SUBJECT</b> 0075
<b>SECTION</b> Personnel	<b>SUBJECT</b> Personnel: Work Schedules; Leavetime; Overtime; Timecards.		

F. Funeral Leave: See Union Contracts.

Typical Working Hours: The typical working hours shall be thirty-seven and one-half (37 ½) hours per week. See Union Contracts.

1. If a person we serve has needs which necessitate a change in the program's hours or an employee's usually scheduled hours, both parties will attempt to develop a mutually agreed upon alternative schedule.
2. An employee may, for personal reasons, request a change in his/her usually scheduled hours: both parties will attempt to develop a mutually agreed upon alternative schedule.
3. Should the schedule modification not be mutually agreed upon, then both parties recognize the Authority's right to adjust staff and/or Program schedules to meet reasonable needs of persons we serve.

G. Overtime: See Union Contracts. Must be approved by Supervisor in advance.

H. Overtime Bank: Local 3385– cannot exceed 50 hours; Chapter 20 – cannot exceed 50 hours. Overtime hours which exceed 50 hours for Local 3385 and which exceed 50 hours for Chapter 20 will automatically be paid per union contract, Article 30, Section 6.

I. Overtime Credited/Debited: The hour unit which will be credited or debited to/from the overtime bank. The smallest unit is a quarter of an hour. Time being converted to credit to the overtime bank will be rounded up to the nearest quarter unit. For example: 1.25 hours x 1.5 = 1.88 hours, which will be rounded to 2.0 hours for the overtime bank.

J. Personal Days: See Union Contracts.

K. Sick Days: See Union Contracts.

L. Vacation Days: See Union Contracts.

M. Holidays: See Union Contracts.

#### IV. STANDARDS:

A. Any full time employee or the Authority may request a variable schedule within the following parameters:

1. An employee can work no more than 40 hours or less than 35 hours in any given week, not to exceed seventy-five (75) hours in a pay period.

<b>CHAPTER</b> Human Resources		<b>CHAPTER</b> 06	<b>SECTION</b> 001	<b>SUBJECT</b> 0075
<b>SECTION</b> Personnel		<b>SUBJECT</b> Personnel: Work Schedules; Leavetime; Overtime; Timecards.		

2. An employee cannot be scheduled to work more than ten (10) hours, plus one (1) hour of unpaid time spent for meals in any one (1) day.
  3. An employee may request to modify his/her usual schedule to only use a ½ hour lunch break. The Authority will attempt to accommodate this as long as program coverage needs can be met.
  4. No employee can start earlier than one (1) hour before program hours. Mobile Crisis Unit is an exception due to its 24-7 schedule.
  5. No employee can work later than 9:00 p.m., unless on call or handling a crisis situation. Mobile Crisis Unit is an exception due to its 24-7 schedule.
  6. Variable schedules shall be adjusted to ensure staff attendance at mandatory trainings and meetings.
  7. An approved variable schedule may be changed to meet reasonable administrative and/or program needs and/or needs of persons served and/or a crisis situation regarding a person served with prior approval from the Supervisor.
- B. The Authority shall have exclusive authority to approve or deny an employee request.
- C. Supervisors shall adjust both the program and/or staff schedule(s) to ensure availability and access to effective services for the people we serve/customers. Variable schedules should only be approved upon ensuring program/caseload/customer coverage during requested time off. Any Authority request for an employee variable schedule must be agreed upon by the employee; however, management does set working hours and employee schedules. A previously approved variable schedule can be retracted at any time. See Union Contracts.
- D. Employee requested variable schedules may not be approved if the employee is currently involved in an active disciplinary process/plan of correction or has other performance issues.
- E. The Authority shall determine the need for overtime. Overtime shall be distributed according to the ability of the employee to perform the function required and as equally among qualified staff as circumstances allow.
- F. It is assumed by the Authority that Supervisors will review and monitor staff overtime requests on a regular basis. When the same staff consistently request overtime, it is the supervisor's responsibility to review the staffs' workload, assist in prioritizing tasks and/or streamlining the way in which their tasks are performed. If there is no resultant change within four (4) pay periods, a review will be done at the next higher supervisory level.
- G. Overtime will be compensated in accordance with the Union Contracts.

CHAPTER Human Resources		CHAPTER 06	SECTION 001	SUBJECT 0075
SECTION Personnel		SUBJECT Personnel: Work Schedules; Leavetime; Overtime; Timecards.		

- H. If an employee is on any kind of approved variable schedule, he/she is not eligible for overtime until 40 hours have been worked in week one, and/or 75 hours have been worked in the pay period, unless previously approved for time off.
- I. Full Time Employees who work on a holiday, regardless of a variable schedule, (daily, weekly or bi-weekly) shall receive overtime at time and one-half (1 ½) the base rate for each hour worked and an hour-for-hour vacation credit, and will record the 7.5 hours of holiday pay on their timecard in ADP. The days that qualify as holidays are those days which the agency was closed in observance of any particular holiday and the actual holiday when an employee is required to work on that holiday.
- J. Overtime will only be approved for use in emergencies or based on Authority/recipient needs, such as:
1. After-hour crisis response with a person we serve/family.
  2. Emergency assessment and/or I-Team Meeting.
  3. Grant/Project that has funding implications.
  4. Emergency billing and computer system problems.
  5. Clerical or professional staff work on special projects/case records that have funding/billing implications or quality of care issues.
  6. Supervisor requires work on an unplanned project/issue.
- K. Overtime will not be approved for:
1. Paperwork (professional, clerical), unless emergencies are related to funding, billing or quality of care issues.
  2. Coming in early or staying late for non-emergency purposes as defined above.
  3. Routine evening meetings.
  4. Conferences, including travel to and from, which exceeds 7.5 hours a day, unless on a fixed schedule or unable to flex.
- \* When filling out the timecard, you must choose to either bank or be paid for overtime, not both.
- L. Part-time employees who work less than 40 hours per week are not entitled to overtime until they exceed 40 hours in the same week. For example, a part-time employee who is regularly scheduled to work three (3) days per week, and is asked to work a fourth day, per mutual consent, is not entitled to overtime on that fourth day, unless they exceed 40 hours in the week's schedule.
- M. An employee or the Authority may request a variable schedule within the limits of seventy-five (75) hours in a two (2) week pay period compensated at straight time pay. (See Standard H). The Authority has exclusive authority to approve or deny an employee request. Both the Authority and employee must mutually agree to an Authority's request for a variable schedule.

CHAPTER Human Resources		CHAPTER 06	SECTION 001	SUBJECT 0075
SECTION Personnel		SUBJECT Personnel: Work Schedules; Leavetime; Overtime; Timecards.		

- N. A variable schedule must be pre-approved for any employee not working 8:30 a.m. to 5:00 p.m. on any given day or pay period, unless they already have different “typical working hours”, such as regular part time facilities technicians.
- O. All variable schedules must be approved in advance, by completing the Request for Variable Schedule Memorandum (and the variable schedule accompanying it), which is found in ADP in the Forms Index (form #0804).
- P. The approved variable schedule must be modified/reviewed when conditions or changes to the schedule warrant, or when substantiated complaints have been received about the employee/variable schedule. The employee’s personnel file must contain the current variable schedule documentation. Variable schedules will be reviewed no less than annually, but more often if needed.
- Q. Each employee working six (6) or more consecutive hours shall be entitled to, program needs permitting, break time equaling up to fifteen (15) minutes in the first half of the day and up to fifteen (15) minutes in the second half of the day. Break time may not be combined with other unpaid time.

Employees who work less than six (6) hours shall be entitled to break time equaling up to fifteen (15) minutes at the midpoint of their regular workday.

Break time includes any time spent in non-work activities. By way of example, this includes restroom breaks, personal calls and conversations, smoking breaks, trips to obtain beverages, food, etc.

Each employee working six (6) or more hours shall be entitled to an unpaid lunch break of up to one (1) hour each day.

- R. The Authority shall have exclusive authority to waive the maximum limit for accumulated Vacation Days, a reasonable period, not to exceed six (6) months in the event an employee is denied by the supervisor from scheduling vacation time. In the event the employee fails to schedule vacation usage that would bring them back into compliance during the variance period, the days over the maximum will be forfeited. See Vacation Cap Variance Request in Forms Index (form #0813).
- S. Employees may utilize personal time up to 30 hours in minimum increments of .25 hours (15 minutes), not to exceed 7.5 hours in a one-time use. For each calendar year, employees who reach the maximum amount of accrued sick time will be allowed to use an additional day as personal time, chargeable to the sick bank. If the employee again reaches the maximum amount of sick time, the employee may use a second day as personal time, chargeable to the sick bank. See Union Contracts.
- T. Personal time will be deducted from the employee’s sick bank for each personal day used, not to exceed 7.5 hours per day.

<b>CHAPTER</b> Human Resources	<b>CHAPTER</b> 06	<b>SECTION</b> 001	<b>SUBJECT</b> 0075
<b>SECTION</b> Personnel	<b>SUBJECT</b> Personnel: Work Schedules; Leavetime; Overtime; Timecards.		

- U. A personal day cannot be taken in conjunction with a holiday or vacation without the prior approval of the supervisor. A personal day cannot exceed seven and one half (7.5) hours each personal day taken. If exceeded, hours will be deducted from employee's vacation or overtime bank. Personal days are based on the calendar year. See Union Contracts.
- V. An employee shall be eligible to use sick time upon accrual that will begin calculating upon hire, as applicable, for personal illness, illness of a dependent child (including a foster child), or serious and/or critical illness to his/her spouse, parent, child, or adult who lives in the employee's home for whom the employee is legal guardian. The employee may be required to provide proof of illness of spouse, parent, child, or adult living in home from health care professional. See Union Contracts.
- W. Full time employees shall receive five (5) days of vacation after completing 90 days of employment. Full time employees who have satisfactorily completed their 180 day probationary period shall be entitled to an additional five (5) days of vacation allotment. Regular Part Time employees shall receive a prorated percentage of their vacation accrual after successful completion of 90 days of employment and again after successful completion of their 180 day probationary period. See Union Contracts.
- X. Regular part time employees' vacation accrual is calculated on an annual basis. See Union Contracts.

A RPT employee automatically receives their sick hours each pay period based upon the total number of hours worked in the current pay period. No employee will receive more than 3.4615 sick hours in a pay period.

The cap for RFT employees for sick hours is 225 hours, and for RPT the cap is 150 hours.

For vacation time, the previous year's total compensated hours (from anniversary date to anniversary date) will be calculated (based upon full pay periods). This number will be divided by 1950 hours times the applicable full time vacation hour's allocation. This will equal the part time vacation allocation minus probation vacation received after completion of 180 days of probation.

- Y. Any regular employee who has exhausted his/her sick time bank (and is not on an approved Leave of Absence) and requires an additional sick day(s) shall be required to do the following:
  1. Access vacation or comp time accrual bank(s) as a first option.
  2. Should #1 not be an option, then the employee will:
    - a. Be subject to discipline upon their return to work.
    - b. Be required to submit a Health Care Professional's note specifying the nature of the illness and the employee's unavailability to work, to the Supervisor upon the first day of return to

CHAPTER Human Resources		CHAPTER 06	SECTION 001	SUBJECT 0075
SECTION Personnel		SUBJECT Personnel: Work Schedules; Leavetime; Overtime; Timecards.		

work. Failure to submit the HCP note will subject the employee to additional progressive discipline.

- c. Be responsible to reimburse the Authority for the Fringe Costs for any day off in which there is no accrued bank to draw. If the leave is an approved FMLA, health premiums are covered.

- Z. An employee shall be eligible to use sick time upon accrual that will begin calculating upon hire. See union contracts for eligible uses/events. If a new employee needs a sick day and the employee does not have sufficient comp time in his/her accrual bank, and his/her weekly work schedule cannot be adjusted to accommodate the requested day off (i.e. adjusted variable schedule); then Clause 2.b. above shall be in effect. For probationary employees only, the Authority will cover the Fringe Package costs for the required day(s) off; and the employee will not be subject to discipline, unless they do not comply with clause 2.b. above.
- AA. Non-compliance with Y. will result in disciplinary action and pay check adjustments may be appropriate. Each employee will now be responsible for fringe benefit costs, per day, for unauthorized unpaid leaves and when regular full-time employees submit less than 75 hours on the timecard.
- BB. All employees **must** use ADP Workforce Now Employee Self Service to complete their timecard. In the event employees do not have access to a computer, they may use ADP Mobile Solutions or their supervisor may enter the hours on their behalf.
- CC. All employees **MUST** approve their timecard, and by doing so affirms attendance and accuracy. Their approval also allows for the deduction of fringe benefit costs for a full time employee who has less than 75 paid hours within a pay period, unless on an approved FMLA or short term disability.
- DD. Professional employees designated as “on-call” after hours staff must complete the “On Call Timesheet” and record actual time worked. Employees required to be available for on-call duty shall receive one (1) hour pay for each six (6) hours served on on-call at the individual employee’s regular rate of pay for each day on-call and will receive time and one half for any actual time worked. Employees shall have the option of choosing between regular pay or compensatory time. See Union Contract.

## V. PROCEDURES:

### A. Individual Employee Timecard

#### Employee

1. Completes, in ADP, each pay period, their timecard, indicating date, pay code, hours, and  
\*department per instructions provided in initial ADP Workforce Now Employee Self Service

<b>CHAPTER</b> Human Resources		<b>CHAPTER</b> 06	<b>SECTION</b> 001	<b>SUBJECT</b> 0075
<b>SECTION</b> Personnel		<b>SUBJECT</b> Personnel: Work Schedules; Leavetime; Overtime; Timecards.		

training (typically occurs within first two weeks of employment). See Standard DD for exceptions.

\*Select department from the drop down on the ADP timecard for hours that need to be allocated to something other than the employee's home department.

2. Enters EACH DAY the actual hours worked during the day. Also enters sick/vacation/ personal hours used and overtime earned or used.

### **Grant Employee**

3. Selects department from drop-down on the ADP timecard for grant hours. Enters the actual grant related hours worked and any related training under each grant. Does not include holiday, sick or vacation time.
  - a. Contacts Finance Grant Specialist for department if not known.

### **On-Call Employee**

4. Completes "On Call Timesheet" to confirm number of hours on call and actual hours worked.

### **Employee**

5. Ensures holiday hours auto-fills 7.5 hours for all regular full time employees' timecards. See Union Contract for list of observed holidays.
6. Enters five (5) hours in Hours column and selects HOLIDAY in the Pay Code column for Thanksgiving, Christmas and New Year's Day when a regular part time employee qualifying for holiday pay (see Union Contracts).
7. Emails Finance Account Clerk with actual hours worked when a regular full time employee who is required to work on the holiday:
  - a. 7.50 holiday hours will auto-fill on timecard.
  - b. Employee is entitled to hour for hour vacation for holiday hours worked.

Example: RFT employee must work 2.00 hours to dispense meds on Christmas would add a row on the ADP timecard and enter the amount of actual hours worked. Employee is to e-mail the Finance Account Clerk with actual hours worked so hour for hour vacation can be added to bank.



CHAPTER Human Resources		CHAPTER 06	SECTION 001	SUBJECT 0075
SECTION Personnel		SUBJECT Personnel: Work Schedules; Leavetime; Overtime; Timecards.		

8. Indicates zero hours for the holiday, if other than a regular full time employee or regular part time employee entitled to Holiday pay per Union Contract, unless actually worked.

**NOTE:** Supervisor's approval in ADP indicates accuracy of holiday hours.

9. Receives holiday pay when on a variable schedule and is off the day before or after a holiday as long as employee is full time and has otherwise fulfilled their full time (75 hour) per pay obligation.
10. Approves the timecard in ADP by 10:00 a.m. Monday morning following the end of the pay period.

### **Supervisor**

11. Reviews the entire time card thoroughly for accuracy and ensures totals and number of hours are correct based on the variable schedule and leave time banks, prior to approving in ADP. Approval of supervisor in ADP indicates a time sheet is accurately completed.
12. Ensures timecards are approved in ADP by 2:00 p.m. on the Monday following the end of the pay period or earlier when requested due to holiday/scheduling changes.
13. Ensures that arrangements have been made for a designee to approve timecards in ADP in his or her absence.

### **Finance Grant Specialist/Designee**

14. Calculates grant hours reported on the ADP timecard and redistributes the associated costs to each grant program.

### **Finance Account Clerk/Designee**

15. Reduces pay for those employees with insufficient hours to cover time used. Employee may not be contacted in these instances.

### **Employee**

16. Informs Finance Account Clerk of any discrepancies noted in pay statement by their next working day in order to ensure a resolution.

### **Supervisor**

17. Obtains approval from the Program Director/Designee to increase or decrease staff capacity of a regular part time employee.

<b>CHAPTER</b> Human Resources	<b>CHAPTER</b> 06	<b>SECTION</b> 001	<b>SUBJECT</b> 0075
<b>SECTION</b> Personnel	<b>SUBJECT</b> Personnel: Work Schedules; Leavetime; Overtime; Timecards.		

18. Notifies the regular part time employee utilizing Change in Working Hours Memo when the employee's hours have been increased or decreased.

### **Employee**

19. Makes necessary adjustments to timecards immediately if payroll has not received the timecard yet. For example, if a person approved their timecard early for any reason and then was sick a day or worked overtime after the timecard was electronically approved, they should make the necessary changes.
20. Contacts Finance Account Clerk/ Designee immediately for instruction on how to proceed on pending payroll processing status if it is too late to make adjustments on own timecard.
21. Prints original timecard from ADP, makes the necessary adjustments and highlights changes. Obtains supervisor signature, which indicates approval of change. Submit to Finance Account Clerk/ Designee immediately.

## **B. Overtime**

### **Supervisor**

1. Determines the need for overtime.
2. Distributes overtime according to the ability of the employee to perform the function required and as equally among qualified employees as circumstances allow.
3. Approves overtime only for emergency use and/or agency/recipient need.

### **Program Director/Designee**

4. Monitors overtime usage.

### **Employee**

5. Requests prior approval of overtime to be incurred, for compensation, by completing the Overtime Documentation Form (#0806 in Forms Index) NOTE: In the case of a crisis, completes Overtime Documentation Form the next working day, detailing the circumstances.

### **Supervisor**

6. Signs off approving overtime and keeps a copy for review by their supervisor or other authorized staff. Reviews requests for overtime on a regular basis in accordance with

<b>CHAPTER</b> Human Resources		<b>CHAPTER</b> 06	<b>SECTION</b> 001	<b>SUBJECT</b> 0075
<b>SECTION</b> Personnel		<b>SUBJECT</b> Personnel: Work Schedules; Leavetime; Overtime; Timecards.		

Standard F.

**C. Sick, Personal, Vacation, Funeral**

**Employee**

1. Calls into Program Supervisor/designee by 8:30 a.m. (or the start of your regularly scheduled start time), if unable to report to work due to illness.
2. Submits request for time off in ADP, requesting approval for sick hours used, immediately following return to work.
3. Requests, from the supervisor, in ADP, the use of personal time.
4. Requests, in ADP, funeral leave days in compliance with language within Union Contract.

**Supervisor**

5. Approves or disapproves the request. NOTE: ADP approval on time card indicates accurate/approved time.
6. Ensures approval is contingent upon meeting the operational needs of the program, but approval will not be unreasonably withheld. Scheduling will be on a "first come, first served" basis. However, seniority will prevail when requests are similar/identical.
7. Responds to ADP request within forty-eight (48) hours, indicating if the request is approved or denied.

**Employee**

8. Reviews ADP Workforce Now for reference as to used and available time.

**D. Variable Time**

**Employee**

1. Submits request in writing to supervisor utilizing Variable Work Schedule request form (#0804 in Forms Index).

**Supervisor**

2. Considers program, customer, and agency needs/coverage and staff performance and accessibility.

<b>CHAPTER</b> Human Resources	<b>CHAPTER</b> 06	<b>SECTION</b> 001	<b>SUBJECT</b> 0075
<b>SECTION</b> Personnel	<b>SUBJECT</b> Personnel: Work Schedules; Leavetime; Overtime; Timecards.		

3. Approves, modifies or disapproves the variable schedule.
4. Sends a copy of the approved variable schedule memo and attachment to the employee's personnel file at Administration.
5. Monitors schedule on an ongoing basis to ensure program, customer, and agency needs/coverage is being met and staff is performing adequately and is accessible.

### **Employee**

6. Resubmits at the end of time limit at a frequency agreed upon between the Supervisor and staff, however, not less than annually, Variable Work Schedule request form #0804 and variable schedule, if chooses to request to continue and/or modify the variable schedule.

### **Supervisor**

7. Reviews re-submitted variable schedule, approves for continuation or denies. Sends a copy to Personnel File at Administration.

### **Employee**

8. Schedules meeting with supervisor if outcome is unsatisfactory

### **Supervisor & Employee**

9. Understands if at the end of time limit, a request is not resubmitted, the employee reverts back to normal working hours.
10. Understands variable schedule may be altered or discontinued at the discretion of the Executive Team.

## **E. Vacation Accruals/Variance Requests**

### **Employee**

1. Submits Vacation Cap Variance Request (#0813 in Forms Index) to Supervisor. The Authority shall have exclusive authority to waive the maximum limit for a reasonable period of time not to exceed six (6) months in the event an employee is unable to take vacation time. Must be submitted at least one (1) pay period before anniversary.

<b>CHAPTER</b> Human Resources		<b>CHAPTER</b> 06	<b>SECTION</b> 001	<b>SUBJECT</b> 0075
<b>SECTION</b> Personnel		<b>SUBJECT</b> Personnel: Work Schedules; Leavetime; Overtime; Timecards.		

**Supervisor**

2. Reviews, recommends approval, or denies. Provides explanation if denied. Submits to appropriate Director.

**Program Director**

3. Reviews, recommends approval, or denies. Provides explanation if denied. Submits to Chief Operating Officer. Forwards to Secretary for dissemination.

**Secretary**

4. Copies and routes as indicated on the form.

VI. REFERENCES:

None Available

VII. EXHIBITS:

None Available

VIII. FORMS:

- A. [#0804 Variable Work Schedule](#)
- B. [#0806 Overtime Documentation](#)
- C. [#0813 Vacation Cap Variance Request](#)

IX. REVISION HISTORY:

Dates issued 04/96, 03/98, 02/00, 02/02, 04/03, 04/05, 4/07, 08/07, 06/08, 12/09, 03/12, 05/13, 05/14, 07/17, 07/18, 01/20, 01/21, 01/22, 03/22, 01/23, 01/24.