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TO: All Fire & Rescue Personnel  
FROM: Scott Kensinger, Deputy Chief  
RE: Spring Time Change  
DATE: February 28, 2016

## **INFORMATIONAL BULLETIN IB-16007**

This is a reminder that daylight savings time will occur on Sunday, March 13, 2016 at 0200 hours. This is the time when we "Spring Forward". The personnel that are scheduled to work on Saturday, March 12, 2016 will only work a total of 23 hours. For timesheet purposes, the Saturday personnel will need to log their timesheets as twenty three (23) hours worked and one (1) hour of leave.

The personnel scheduled to work on Sunday are reminded to change their clocks the night before to ensure they arrive at work on time.