

## MAKE- UP TIME POLICY

Westmont allows the use of make up time when non-exempt (hourly) employees require time off due to personal obligations. Employees may take time off and then make up the time later in the same workweek, or may work extra hours earlier in the workweek to make up for time that will be taken off later in the workweek. Make-up time will not be paid at an overtime rate.

Requests for make-up time must be submitted in writing (copy of the request form on reverse) to your supervisor, with your signature. Requests will be considered based upon the needs of the department. A separate form is required for each occasion you request make-up time.

If you ask to work make-up time that you will make up later in the week, you must submit your request at least 24 hours before the desired time off. If you ask to work make-up time first to take time off later in the week, you must submit your request at least 24 hours before working the make-up time. Your request must be approved in writing before you take the time off or work make-up time, whichever occurs first.

All make-up time must be worked in the same workweek as the time taken off. Westmont's seven-day workweek is Sunday through Saturday.

Employees may not work more than 11 hours in a day or 40 hours in a workweek as a result of making up time that was or would be missed due to a personal obligation. If you take time off and are unable to work the scheduled make up time for any reason, the hours missed normally will be unpaid. However, your supervisor may arrange with you another day to make up the time if possible. If you work make-up time before you plan to take off, you must take that time off, even if you no longer need the time off for any reason.

Your use of make-up time is completely voluntary and your supervisor has the discretion to decline requests for make-up time. Westmont does not solicit or discourage the use of make-up time.

MAKE-UP TIME REQUEST

I did not/will not work \_\_\_\_\_ hours of my regular work schedule on \_\_\_\_\_ due to a personal obligation. This is my voluntary and formal request to make up some or all of this lost time. I propose to make up this missed time as follows:

<u>Date</u>	<u>Regularly Scheduled Hours</u>	<u>Make-up Hours</u>	<u>Total Hours</u>
_____	_____	_____	_____
_____	_____	_____	_____

I understand that I can only make up time during the same workweek (Sunday through Saturday) in which I missed the time, and that my make-up time cannot result in me working more than 11 hours on any work day or more than 40 hours in a week. I also understand I will receive only my normal hourly wage for this make-up time.

I understand that this request must be approved by my supervisor **before** I can make up any missed work time and that my supervisor has the right to decline this request. If this request is approved, then such approval will only apply to the missed work time described above and will not be considered approval for future make-up time.

Completed forms must be attached to and submitted with timecards to the Payroll Office.

\_\_\_\_\_  
Employee's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Supervisor's signature

12/99