



Make-Up Time Policy for Summer Break

PURPOSE

Encore Junior and Senior High School for the Performing and Visual Arts (“Encore” or “School”) understands that employees may have personal obligations that occasionally take them away from work. During the summer months when school is not in session, Encore may have more flexibility to accommodate these personal obligations than is operationally allowable during the school year. Therefore, at its discretion and consistent with its fair and equal employment practices, Encore may allow nonexempt employees to request to perform make-up time during the regular work week to make-up time lost for a scheduled absence from work on Friday. Make-up time is at the employee’s discretion and for their benefit, thus the employee will not be eligible for overtime pay when working make-up time.

MAKE-UP TIME PROCEDURES

Nonexempt (hourly) employees may make up work time that is, or would be, lost as a result of taking time off work for personal obligations, as long as the missed work time is made up during the same work week in which the work time is lost. Under no circumstances are employees permitted to work more than eleven (11) hours in one day or forty (40) hours in one week for purposes of make-up time. A maximum of one (1) work day a week may be missed for purposes of make-up time. Employees will not earn overtime pay when working make-up time as the schedule adjustment is offered as a benefit to employees to prevent them from incurring a loss in pay.

Procedure:

- (1) A **nonexempt employee** will be permitted to make up work time only if the employee:
 - a. submits a signed written request in advance of working the requested make up time;
 - b. gets supervisor approval of the make-up time arrangement in advance;
 - c. works a maximum of eleven (11) hours on any given make-up day; and
 - d. acknowledges that they are not to be paid overtime for performing the make-up work.

- (2) The **employee's direct supervisor** verifies:
 - a. a request for make-up time has been submitted by the employee on the appropriate form;
 - b. the make-up time arrangement will not adversely impact operations;

- c. the time missed and the make-up work both occur within the same pay-week, and;
- d. make up work will not cause the employee to work more than eleven (11) hours in a day, and will not exceed forty (40) hours in a work week.

PARAMETERS AND LIMITATIONS

Encore does not encourage or require make-up time. Make-up time is provided only at the request of the employee and only if the staffing needs of the school permit the arrangement. Time off requests are not granted contingent upon the employee working make-up time, as make-up time is solely for the benefit of the employee. Employees must use the “Make-Up Time Request” form to request make-up time and seek supervisor approval of the request. If approved, the employee is responsible for taking all rest breaks and meal periods required by the alternate work schedule.

Employees maintain their responsibility for accurate time-reporting and for timely notifying Encore of any discrepancies which need to be reviewed for correct and appropriate accounting.