

# *Make-Up Time Policy*

---

The Company allows the use of make-up time when non-exempt employees need time off to tend 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 worked will not be paid at an overtime rate.

Make-up time requests must be submitted in writing to your supervisor, with your signature, on the form provided by The Company. Requests will be considered for approval based on the legitimate business needs of the Company at the time the request is submitted. A separate written request is required for each occasion the employee requests make-up time.

If you request time off 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 make-up time request must be approved in writing before you take the requested time off or work make-up time, whichever is first.

All make-up time must be worked in the same workweek as the time taken off. 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 lost 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, based on scheduling needs. 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.

An employee's use of make-up time is completely voluntary. The Company does not encourage, discourage or solicit the use of make-up time.

# Time Off Request Form

Employee Name \_\_\_\_\_ Employee Number \_\_\_\_\_

I am requesting time off as a result of a personal obligation on:

Day of the week \_\_\_\_\_ Date \_\_\_\_\_

From the hours of \_\_\_\_\_ a.m./p.m. (circle one) to \_\_\_\_\_ a.m./p.m. (circle one).

- I will make up the time within the same workweek as follows: (Fill in the dates and hours you plan to work to make up the missed time.) 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 will be lost due to a personal obligation.
- I will **not** make up the time I loose due to a personal obligation.

I understand that should I request Make-Up Time:

1. Any make-up time I work will not be paid at an overtime rate;
2. A separate written request is required for each occasion that I request make-up time;
3. My make-up time request must be approved in writing before I take the requested time off or work make-up time, whichever is first;
4. If I take time off and am unable to work the scheduled make-up time for any reason, the hours missed will normally be unpaid;
5. If I work make-up time before the time I plan to take off, I must take that time off, even if I no longer need the time off for any reason;
6. The Company does not encourage, discourage or solicit the use of make-up time.

Employee Signature \_\_\_\_\_ Date Request Submitted \_\_\_\_\_

For Employer Use Only:

Check one:

- Your request for time off has been approved.
- Your make-up time request has been approved. Following are the hours scheduled for you make-up time.

---

---

---

- Your request for time off has been denied.

By \_\_\_\_\_ Name \_\_\_\_\_  
*Signature* *Please Print Name*

Title \_\_\_\_\_ Date \_\_\_\_\_