



Nord Country School

BP 7020 – Employee Make Up Time

1.0 Purpose

Makeup time is an alternative to overtime pay. Certain classes of employees with flexible work schedules may utilize makeup time at their request for personal obligations, thereby working more than 8 hours on another day without receiving overtime pay.

This option allows the School flexibility in allowing schedule changes, allows the employee the flexibility in requesting schedule changes, and avoids financial burdens for both parties. The purpose of this policy is to ensure that makeup time is used appropriately to the benefit of our employees without penalty to the School.

2.0 Compliance

- 2.1 While the School may inform an employee of the makeup time option, the School may not encourage or otherwise solicit an employee to request makeup time.
- 2.2 An employee can work no more than 11 hours on another workday, and no more than 40 hours in a week, to make up the time off.
- 2.3 Time off must be made up within the same workweek.
- 2.4 Employees must provide the School with a signed, written request for each occasion that he or she desires makeup time.
- 2.5 If any employee knows that he or she will be requesting makeup time for a personal obligation that will recur at a fixed time over a succession of weeks, he or she can request to make up work time for up to four weeks in advance. For a recurring obligation, a written request must be made every four weeks.
- 2.6 The School is not under an obligation to grant a makeup time request. Requests are granted or denied based on organizational policy and business needs.

3.0 Makeup Time

- 3.1 Hourly employees wishing to take off a few hours during the workweek for personal reasons may request to make up the time off on another day(s) during the same workweek to avoid loss of pay or reductions to accrued paid time off. Requests must be made in writing on the Nord Country School Make-Up Time Request Form and must be approved in advance by their Supervisor.
- 3.2 If the request is approved, the time may be taken off and the extra time worked when convenient, so long as both are completed in the same workweek. When makeup time is worked, requested time must be taken off. More than 11 hours in any one workday or 40 hours in any one workweek may not be worked.

3.3 If approved makeup time is worked, employees will be paid for the missed hours without having to apply any accrued paid time off, and overtime pay will not be paid, even if the work would otherwise create an overtime situation.

4.0 Makeup Time Procedures

- 4.1 Employees with a personal need for flexible scheduling shall complete and submit a Makeup Time Request form and submit it to their supervisor for review.
- 4.2 Supervisors shall ensure that the request is compliant with the guidelines delineated above and grant or deny the request based on the needs of the School.
- 4.3 Approved Makeup Time Request forms shall be attached to the employee timesheet and makeup time shall be clearly identified as such on the timesheet.
- 4.4 Makeup time shall be approved in advance of working an alternate schedule.

5.0 Adoption and Review

- 5.1 Originally Adopted: 10/24/2018
- 5.2 Most Recent Revision: