

Examples to Accompany Overtime Policy

Example #	Description	Regular Hours	Time off that Counts Toward Overtime	Time off that does Not Count Towards Overtime	Additional Straight Time (NEP or NEC)	Overtime (OVT or CPE)
1.	Support Staff employee works 44 hours in the week (44 hours total)	40 RGN	0	0	0	4 OVT or 6 CPE
2.	PAO employee takes 8 hours of PTO and works 40 hours in the week (48 hours total)	32 RBP	0	8 PTO ^a	8 NEP or NEC	0
3.	Service Maintenance employee takes 8 hours of vacation and works 44 hours in the week (52 hours total)	32 RGN	0	8 VAC ^a	8 NEP or NEC	4 OVT or 6 CPE
4.	Support Staff employee is off 8 hours for July 4 th and works 36 hours in the week (44 hours total)	32 RGN	8 HOL	0	0	4 OVT or 6 CPE
5.	PAO employee is off 8 hours for July 4 th , and 8 hours of PTO and works 32 hours in the week (48 hours total)	24 RBP	8 HOL	8 PTO ^a	8 NEP or NEC	0
6.	Support Staff employee takes 16 hours of sick time and works 26 hours in the week (42 hours total)	24 RGN	0	16 SCK ^a	2 NEP or NEC	0
7.	Service Maintenance employee takes 8 hours of vacation and works 43 hours in the week (51 hours total)	32 RGN	0	8 VAC ^a	8 NEP or NEC	3 OVT or 4.5 CPE
8.	Support Staff employee is absent without pay on Monday and works 34 hours Tuesday through Friday	34 RGN	0	6 ABS ^b	0 NEP or NEC	0

^a If a department has given the employee a flexible scheduling option or an arrangement is made prior to taking the time off, the amount of time applied to vacation, sick, PTO or absent without pay time may be reduced so that the total of time off and time worked equals 40 hours with no NEP or NEC time.

^b If an employee has any absence without pay time, wait until the end of the week to determine the number of hours to record as absent so that the total time off and time worked equals 40 hours.