

# Memorandum

Effective July 14, 2013

Below are changes affecting time reporting for full-time non-exempt employees that are consistent with the Fair Labor Standards Act. *Please review this carefully.* If you have questions, please forward them to [payrolltimesheets@collin.edu](mailto:payrolltimesheets@collin.edu) and we will publish a FAQ with responses for everyone's review.

Effective with the time sheet period beginning July 14, overtime and comp time can only be earned on hours actually worked over forty (40) in a week. Overtime and comp time cannot be earned on holiday hours or on any paid leave. Therefore, during a week in which an employee works and takes leave, if the actual hours worked do not exceed forty hours, no comp time or overtime can be accrued. Leave should be adjusted to bring total hours up to forty (40) hours, but not to exceed forty hours.

Examples:

- Joe works 30 hours; has 8 hours of vacation; and 3 hours of sick leave, totaling 41 hours. Joe would adjust his sick or vacation leave by 1 hour so that the total hours submitted for the week equals 40. Joe will be paid for 40 straight-time hours, including 30 regular hours, 8 hours of vacation and 2 hours of sick leave (or 7 hours of vacation and 3 hours of sick leave).
- Mary works 40 hours and has 8 hours of holiday. Mary will be paid for 48 hours of straight-time pay. Remember, holiday hours are not considered "worked" hours, so do not count toward any over-time calculation, but are added to the total hours worked and are not reduced.
- Sarah works 45 hours and has 3 hours of sick. Sarah will be paid for 40 hours of straight time regular hours and 5 hours of overtime; she will not need to claim any sick leave since she actually worked over 40 hours.
- Henry works 39 hours and has 8 hours of personal leave. Henry will be paid for 40 hours, including 39 regular hours and 1 hour of personal leave. His personal leave should be reduced to bring total hours to 40 for the week.