



## University Corporation at Monterey Bay

100 Campus Center, Bldg 201 Suite 119, Seaside, CA 93955

### MAKE-UP TIME POLICY

The University Corporation allows the use of makeup time when non-exempt employees need time off to tend to personal obligations. **Makeup time worked will not be paid at an overtime rate.**

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.

Makeup time requests must be submitted in writing to your supervisor, with your signature, on the Company-provided form. 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 that the employee requests makeup time.

If you request time off that you intend to make up later in the week, you must submit your request at least 24 hours in advance of the desired time off. If you request to work makeup time first in order to take time off later in the week, you must submit your request at least 24 hours before working the makeup time. **Your makeup time request must be approved in writing before you take the requested time off or work makeup time, whichever is first.**

**All makeup time must be worked in the same workweek as the time taken off.** The Corporation's seven day workweek *begins Monday at 12:01 a.m. and ends on Sunday at 12:00 midnight.*

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and are unable to work the scheduled makeup time for any reason, the hours missed will normally will be unpaid, unless superseded by an established handbook policy. However, your supervisor may arrange with you another day, within the Corporation workweek, to make up the time if possible, based on scheduling needs. If you work makeup time in advance of time 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 makeup time is completely voluntary. The company does not encourage, discourage, or solicit the use of makeup time.



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## Makeup Time Request

Employee's Name: \_\_\_\_\_

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. to \_\_\_\_\_ a.m. p.m.

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.**

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I understand that:

1. Any makeup time I work will not be paid at an overtime rate;
2. A separate written request is required for each occasion that I request makeup time;
3. My makeup time request must be approved in writing before I take the requested time off or work makeup time, whichever is first;
4. If I take time off and am unable to work the scheduled makeup time for any reason, the hours missed will normally be unpaid, unless superseded by an established handbook policy
5. If I work makeup 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 makeup time.

Employee Signature: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Supervisor Approval: Yes          No          Date: \_\_\_\_\_

If denied, please provide reason:

The employee will enter their makeup time under pay code REGULAR in ADP. Please submit completed forms to Corporation Payroll.