


CALIFORNIA INSTITUTE OF TECHNOLOGY  
**STAFF PERSONNEL MEMORANDA**

SUBJECT  <b>MAKE UP TIME</b>	MEMO NO. <u>11-2</u>
	PAGE <u>1</u> OF <u>2</u>
	DATE <u>1-1-05</u>
APPROVED  _____, ASSOC. VICE PRESIDENT FOR HUMAN RESOURCES	

**1. POLICY**

It is the policy of the Institute to allow non-exempt employees who miss scheduled work time as a result of personal obligations to request the opportunity to make up the amount of time missed in the same workweek.

The Institute does not encourage employees to miss work time as a result of personal obligations and later make time up as provided in this policy. This policy allows make up time only when it is sought by the employee and found to be consistent with the employee's desires and the Institute's business and staffing needs.

(NOTE: The Institute does not permit compensatory time off. See PM 11-1)

**2. DEFINITIONS**

a. Non-Exempt Employee

"Non-exempt" refers to those employees who are required by Federal and State laws to be paid time and one-half (and double time where applicable) for overtime worked.

b. Makeup Time

- (1) Non-exempt employees may make up hours of work that are work time that is or would be lost as a result of a personal obligation of the employee.
- (2) Make up time must occur within the same workweek in which work time was lost. (It can occur before or after the work time is lost.)
- (3) The combined total of make up time and straight time cannot result in a non-exempt employee working more than 11 hours in one day or 40 hours of work in the workweek.
- (4) Make up time will not be counted towards computing the total number of hours worked in a day for daily overtime purposes, except for hours worked in excess of 11 hours of work time in one day or 40 hours in one workweek.
- (5) Hours worked over 11 in one day or 40 in one workweek that includes make up time will be paid overtime as provided in PM 11-1.

**3. PROCEDURES**

a. Requesting

- (a) Submit a request in advance for each occasion to his/her supervisor to make up work time lost due to personal obligation.
- (b) Request must be in writing and include when work time will be lost, when makeup time will be worked during the same week the personal obligation occurs, and employee signature.
- (c) Request can be made up to 4 weeks in advance if personal obligation event is known in advance and regularly occurs at a fixed time over a succession of weeks. However, makeup time must be performed in the same week that work time is lost.

b. Authorization

- (1) Supervisor (or designee)
  - (a) Reviews the written request for makeup time.
  - (b) If in agreement, grants approval by signing the employee's written request.

c. Reporting

- (1) Department/Division ensures that approved written request is submitted to the Payroll section of the Human Resources Department along with employee's Bi-Weekly Non-Exempt Time and Leave Report for each applicable pay period.
- (2) Makeup time where appropriate will be recorded on Bi-Weekly Non-Exempt Time and Leave Report using appropriate pay code.

d. Payment

- (1) Makeup time will be computed as regular rate of pay up to a maximum of 11 hours in one day.
- (2) Makeup time will be considered time worked for the purpose of computing weekly overtime.

**4. EXCEPTIONS**

Any exception to this policy requires the approval of the Chief Human Resources Officer or designee.

## Make Up Time Request Form

I request the opportunity to miss \_\_\_\_\_ hours of scheduled work time on \_\_\_\_\_ from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm because of personal obligations, and to make up this missed work time during the same workweek. I would like to make up the missed work time on \_\_\_\_\_ from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm. I understand that Caltech can grant or deny my request.

I also understand and agree that I will not be eligible for overtime pay for hours worked past eight and up to 11 hours on any of the days when I am making up time missed or to be missed during the same workweek, but I will receive overtime pay if I work more than 11 hours on a make up day or 40 hours in the same workweek.

I have certified that I have read this request, that the information it contains is fully accurate, that Caltech has not encouraged or solicited me to take personal time off and make up the missed time, and that I am signing and submitting this request on an entirely voluntary basis.

\_\_\_\_\_  
DATE

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

\_\_\_\_\_  
Employee's Signature

Approval:

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Supervisor or Designee Name

\_\_\_\_\_  
Supervisor or Designee Signature