

**POLICY 6
OVERTIME**

Rule 6.07 - Make-up Exception to Overtime Premium

Employees eligible for overtime payments whose work hours exceed the number of hours of work in the applicable daily schedule shall be compensated at straight time rates when the excess hours are make-up hours for (a) an excused, unpaid absence or (b) uncompensated time spent in class, providing the unpaid absence or uncompensated time spent in class and the make-up hours occur during the same workweek.

Time lost and unpaid due to an excused absence during one workweek cannot be made up the next or any following workweek unless the employee receives time and one-half overtime compensation for hours in excess of the number of hours of work in the subsequent applicable full-time daily or weekly work schedule.