



MAKE UP TIME USE POLICY

TITLE: Make Up Time Use Use Policy			
Number: M-100		Version: 1.0	
Type: Human Resource Policy		Author: Director Human Resource	
Effective Date: 09/1/2012	Original Date: 9/1/2012	Review Date:	Deactivation Date:
Facility: All Flyers Energy California Office Facilities			

I. Purpose/Expected Outcome:

- A. The purpose of this policy is to clarify to team members who is eligible to use make up time, when they may use make up time, their rate of pay they will receive and the process of requesting make up time from their manager.

II. Definitions:

- A. Make Up Time is defined as any time a non-exempt team member schedules time off and then makes up the missed time later in the work week or works extra hours early in the work week to make up time that will be taken off later in the same work week.

III. Policy:

A. Make Up Time Guidelines

1. At the request of a non-exempt team member, Flyers may allow make up time under certain conditions. Make up time allows a team member to request time off for a personal obligation and make up the time without receiving overtime pay. Flyers is not obligated to allow/approve make up time requests.
2. A team member's use of make up time is completely voluntary. Flyers does not encourage, discourage or solicit the use of make up time.
3. All make up time must be worked in the same work week as the time taken off. Flyer's work week is Friday through Thursday.
4. Team members may not work more than 11 hours in a day or 40 hours in a work week as a result of making up time that was or would be lost due to a personal obligation.
5. If a team member takes time off and will not be able to work the scheduled make up time for any reason, the hours missed will be unpaid.
6. If a team member works the make up time but decides not take the time off, all time worked as make up time will be at their regular rate of pay. Flyers is not obligated to pay overtime for approved make up time worked.

B. Make Up Time Procedure

1. Make up time requests must be submitted in writing to your supervisor/manager with your signature on the form provided by Flyers. Requests will be considered for approval based on the needs of the business at the time the request is submitted.

2. A separate written request must be submitted for each occasion that a make up time request is made by the team member.
3. If the requested time off is for later in the work week, you must submit your request at least 24 hours in advance of the desired time off.
4. If you ask to work make up time first before taking the time off, you must submit your request at least 24 hours in advance of working the make up time.
5. The Make Up Time Request must be approved in writing before you take the requested time off or work the make up time, whichever is first.

IV. Procedural Documentation:

- A. Nothing in this policy is intended to or will be applied in a manner that limits Team Members' rights to engage in protected concerted activity as prescribed by the National Labor Relations Act.
- B. Nothing in this policy is intended to be a substitution or a creation of an alternative work week schedule. Use of make up time is limited and may not be used more than 2 times in any month without the written approval of the Director of Human Resource.

V. Additional Information

- A. All policies are subject to change at any time, and without advance notice. The Team Member Handbook, or any other policies are not intended to create a contract of employment between Flyers Energy (or any of its affiliates) and Team Members.

VI. References:

VII. Other Related Policies/Procedures:

VIII. Cross Index As:

IX. Attachments:

- A. Make Up Time Request Form

MAKE-UP TIME REQUEST FORM

Team member _____ Date _____

I am requesting time off as a result of a personal obligation on:

Day of week _____ Date _____

From the hours of _____ a.m./p.m. (circle one) to _____ a.m./p.m. (circle one)

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.) **Team member 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.**

I understand that:

1. Any make-up time I work will not be paid at an overtime rate;
2. A separate written request is required for each occasion that I request make-up time;
3. My make-up time request must be approved in writing before I take the requested time off or work make-up time, whichever is first;
4. If I take time off and am unable to work the scheduled make-up time for any reason, the hours missed will normally be unpaid;
5. If I work make-up 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. Flyers Energy LLC does not encourage, discourage or solicit the use of make-up time.

Employee Signature _____ Date Request Submitted _____

For Employer Use Only:

Check One:

_____ Your make-up time request has been approved

_____ You may take the time off requested, but must work the following make-up time hours rather than those submitted in your request.

_____ Your make-up time request has been denied.

Supervisor's Signature

Date