

## **Makeup Time Policy**

University of the Pacific, McGeorge School of Law 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 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 Pacific McGeorge provided form. Requests will be considered for approval based on the legitimate business needs of Pacific McGeorge at the time the request is submitted. A separate written request is required for each occasion that you are requesting 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. 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 Pacific McGeorge seven day workweek is Monday through Sunday.

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 be unpaid. However, your supervisor may arrange with you another day 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. University of the Pacific, McGeorge School of Law does not encourage, discourage, or solicit the use of the makeup time.