

ADDENDUM B

TECHNICAL NOTES

- The key to identifying whether travel time during the work day is compensable is determining whether the employees are engaged in travel as part of the employer's principal activity.
- If the travel time, before or after the work day, is not for the benefit of the employer or part of the employer's principal activity, the travel time is noncompensable.
- When a temporary change in an employee's work location is made, it is recommended departments inform employees of travel that falls within the normal commute standards. This will avoid confusion about what will be paid travel time.
- Travel time as a passenger on an airplane, train, boat, or automobile **outside** of normal working hours **is not** considered time worked by the Wage and Hour Division, US Department of Labor.
- The determining factor is time of day, not day of the week.
- Regardless of the time of day, the time during which the employee performs actual work while traveling is work time.
- The meal break exclusion applies even if the traveler does not eat a meal. If sufficient time to eat a meal is available (minimum of 30 minutes) during a normal meal period, the exclusion is allowed. The full normal meal period, usually an hour, may be excluded.
- The hours spent in a hotel (or elsewhere) on a regular day off are idle time hours and not compensable under the FLSA.
- A department may temporarily adjust an employee's work hours for the convenience of the department.