

**Examples as provided in Labor Relations Memorandum dated June 2, 2006
Revised Leave Administration Guidelines**

Example: Employee is normally scheduled to work Monday through Friday, 8:00 AM - 4:30 PM, and works two additional hours on Thursday; the employee can be sent home at 2:30 PM on Friday inasmuch the guaranteed 37.5 hours of work has been met.

Day	Date	Start	Stop	Start	Stop	Hours Worked	100 Regular Pay	105 Holiday	Leave	250 add'l straight (x1)	251 Overtime (x1.5)	249 hrs wkd on Holiday (x1.5)	Daily Totals
Mon	6/19	8:00	12:00	13:00	16:30	7.50	7.50	0.00					7.50
Tue	6/20	8:00	12:00	13:00	16:30	7.50	7.50	0.00					7.50
Wed	6/21	8:00	12:00	13:00	16:30	7.50	7.50	0.00					7.50
Thu	6/22	8:00	12:00	13:00	18:30	9.50	9.50	0.00					9.50
Fri	6/23	8:00	12:00	13:00	14:30	5.50	5.50	0.00					5.50
Sat	6/24					0.00		0.00					0.00
Sun	6/25					0.00		0.00					0.00
							37.50	0.00	0.00	0.00	0.00	0.00	37.50

workweek met

Example:The same employee used two hours of leave on Monday and works two additional hours on Thursday; the employee can be sent home at 2:30 PM on Friday inasmuch as the guaranteed 37.5 hours of pay has been met.

Day	Date	Start	Stop	Start	Stop	Hours Worked	100 Regular Pay	105 Holiday	Leave	250 add'l straight (x1)	251 Overtime (x1.5)	249 hrs wkd on Holiday (x1.5)	Daily Totals
Mon	6/19	10:00	12:00	13:00	16:30	5.50	5.50	0.00	2.00				7.50
Tue	6/20	8:00	12:00	13:00	16:30	7.50	7.50	0.00					7.50
Wed	6/21	8:00	12:00	13:00	16:30	7.50	7.50	0.00					7.50
Thu	6/22	8:00	12:00	13:00	18:30	9.50	9.50	0.00					9.50
Fri	6/23	8:00	12:00	13:00	14:30	5.50	5.50	0.00					5.50
Sat	6/24					0.00		0.00					0.00
Sun	6/25					0.00		0.00					0.00
							35.50	0.00	2.00	0.00	0.00	0.00	37.50

workweek met

Example: If the employee were under the LTC agreement, 1.5 hours of the two worked on Thursday would be at the overtime rate since that agreement, unlike the others, provides for daily overtime for work over 8 hours.

Day	Date	Start	Stop	Start	Stop	Hours Worked	100 Regular Pay	105 Holiday	Leave	250 add'l straight (x1)	251 Overtime (x1.5)	249 hrs wkd on Holiday (x1.5)	Daily Totals
Mon	6/19	10:00	12:00	13:00	16:30	5.50	5.50	0.00	2.00				7.50
Tue	6/20	8:00	12:00	13:00	16:30	7.50	7.50	0.00					7.50
Wed	6/21	8:00	12:00	13:00	16:30	7.50	7.50	0.00					7.50
Thu	6/22	8:00	12:00	13:00	18:30	9.50	7.50	0.00		0.50	1.50		9.50
Fri	6/23	8:00	12:00	13:00	14:30	5.50	5.50	0.00					5.50
Sat	6/24					0.00		0.00					0.00
Sun	6/25					0.00		0.00					0.00
							33.50	0.00	2.00	0.50	1.50	0.00	37.50

workweek met