



# Memorandum

To: All Payroll Services Staff  
All Agency Human Resource Consultants

Date: October 13, 2016

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Director

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Subject: LTC Travel Pay Clarification

There has been some confusion regarding travel pay for the Labor, Trades, and Crafts (LTC) employees who are engaged in overnight travel, on a regular work day.

Article 15.01 states, in part, "... if travel is outside of an employee's regularly scheduled hours of work and not in conjunction with the day's work, the employee shall be paid straight time for all such travel up to a maximum of two (2) hours."

This pay is intended to provide compensation to employees who travel overnight, on a regular work day, but outside their normal hours, even if the travel begins during the normal workday. An LTC employee who is in travel status overnight, on a regular work day and who travels outside the completion of the normal work hours would be entitled to receive up to the maximum of two hours pay. The amount of pay will depend on when their travel commences and when it is completed, not to exceed two hours.

Please note there are specific provisions in Article 15.01 of the LTC contract that addresses travel pay for employees who travel on their regular day off.

Below are examples of how this is to be paid:

The following scenarios reflect travel situations that occur overnight and are considered to be "not in conjunction with a day's work."

Overnight travel, travel times outside work hours			Comments
Monday	Travel commences	0430	(0430-0630) The employee is eligible for up to an additional 2 hours spent traveling that would not be compensable under FLSA. Therefore, the employee would be paid 2 additional straight time hours plus 7.5 regular pay for a total of 9.5 paid hours for this day.
	Travel ends	0700	
	Regular work day starts	0800	
	Lunch starts	1200	
	Lunch ends	1300	
Regular work day ends	1630		

-----Remains overnight-----			
Tuesday	Regular work day starts	0800	The employee is eligible for up to an additional 2 hours spent traveling that would not be compensable under FLSA. Therefore, the employee would be paid 7.5 hours regular pay for the regular day worked plus 2 hours additional straight time pay (1730-1930) for a total of 9.5 straight time hours for this day.
	Lunch starts	1200	
	Lunch ends	1300	
	Regular work day ends	1630	
	Travel commences	1730	
	Travel ends	2000	

Overnight travel, travel times during work hours			Comments
Monday	Regular work day starts	0800	7.5 hours regular pay only as travel occurred during the normal work day and was compensable under FLSA.
	Travel commences	0830	
	Travel ends	1100	
	Lunch starts	1200	
	Lunch ends	1300	
	Regular work day ends	1630	
-----Remains overnight-----			
Tuesday	Regular work day starts	0800	The employee is eligible for up to an additional 2 hours spent traveling that would not be compensable under FLSA. Therefore, the employee would be paid 7.5 hours of regular pay for the normal work day plus 2 hours additional straight time pay (1630-1830) for a total of 9.5 paid hours.
	Lunch starts	1200	
	Lunch ends	1300	
	Travel commences	1600	
	Regular work day ends	1630	
	Travel ends	1830	

Overnight travel, travel times outside work hours, crossing over days			Comments
Monday	Regular work day starts	0800	EE is eligible for up to an additional 2 hours spent traveling that would not be compensable under FLSA. Therefore, the employee would be paid 7.5 hours of regular pay for the normal work day plus 2 hours additional straight time pay (2200-2400) for a total of 9.5 paid hours.
	Lunch starts	1200	
	Lunch ends	1300	
	Regular work day ends	1630	
	Travel commences	2200	
-----Travel continues past midnight-----			
Tuesday	Travel ends	0030	EE is eligible for up to an additional 2 hours spent traveling that would not be compensable under FLSA. Therefore, the employee would be paid .5 hours of additional straight time pay (0000-0030), plus 7.5 hours of regular pay for the normal work day, plus 1 hour additional straight time pay (1630-1730) for a total of 9 paid hours.
	Regular work day starts	0800	
	Lunch starts	1200	
	Lunch ends	1300	
	Travel starts	1500	
	Regular work day ends	1630	
	Travel ends	1730	

The following scenarios reflect travel situations that occur during the same day and are considered to be “in conjunction with a day’s work.”

Travel all in the same day		Comments
Travel commences	0530	Per FLSA and DOPLR SOP, employee is eligible for all time spent traveling when the travel commences and ends in the same day. Therefore, this employee would be paid for the normal work day plus an additional 3 hours for the travel occurring before and after the shift at the appropriate rate of pay (see CBA) for a total of 10.5 paid hours.
Travel ends	0700	
Regular work day starts	0800	
Lunch starts	1200	
Lunch ends	1300	
Regular work day ends	1630	
Travel commences	1730	
Travel ends	1900	

Travel all in the same day		Comments
Regular work day starts	0800	Per FLSA and DOPLR SOP, employee is eligible for all time spent traveling when the travel commences and ends in the same day. Therefore, this employee would be paid for the normal work day plus an additional 1.5 hours for the travel that occurred after the shift at the appropriate rate of pay (see CBA) for a total of 9 paid hours.
Travel commences	0830	
Travel ends	1000	
Lunch starts	1200	
Lunch ends	1300	
Regular work day ends	1630	
Travel commences	1730	
Travel ends	1900	