



Makeup Time Policy



Purpose

This policy outlines the company's guidelines for providing employees with the opportunity to request makeup time to balance personal and work responsibilities, in compliance with California law. Makeup time allows employees to make up lost work hours without incurring overtime, as long as certain conditions are met.

Definitions

Makeup Time: Makeup time refers to the practice of an employee working additional hours to make up for time missed due to personal obligations, without being entitled to overtime pay, provided that the makeup time is requested and approved in advance and falls within the legal limits.

Eligibility for Makeup Time

Employees may request makeup time under the following conditions:

1. **Personal Obligations:** Makeup time is available when an employee needs to take time off from a regularly scheduled workday to attend to personal obligations and wishes to make up those lost hours during the same workweek.
2. **Non-Overtime:** Makeup time hours worked will not be considered overtime, provided the total hours worked in a day do not exceed 11 hours, and the total hours worked in a week do not exceed 40.

Requesting Makeup Time

Employees must follow these steps to request makeup time:

- **Written Request:** The employee must submit a written request to their supervisor in advance of taking the time off. The request must specify the time off needed and when the makeup hours will be worked.
- **Supervisor Approval:** The employee's supervisor must approve the makeup time request before the time off is taken. Makeup time cannot be granted retroactively for time already taken.

- **Makeup Hours Within the Same Workweek:** Makeup hours must be completed within the same workweek in which the time off is taken. Makeup time cannot be carried over into the next workweek.

Limitations on Makeup Time

To ensure compliance with California law, the following limitations apply to makeup time:

1. **Maximum Daily Hours:** Employees cannot work more than 11 hours in a day when using makeup time. Any hours worked beyond 11 in a single day will be considered overtime and compensated at the appropriate overtime rate.
2. **Maximum Weekly Hours:** Employees cannot work more than 40 hours in a workweek as part of makeup time. Any hours worked beyond 40 in a workweek will be considered overtime and compensated accordingly.
3. **No Coercion:** The company will not coerce, intimidate, or require any employee to request makeup time. The use of makeup time is voluntary and must be initiated by the employee.

Record-Keeping and Compliance

1. **Timekeeping:** Employees must accurately record their makeup time and the corresponding time off in the company's timekeeping system. Supervisors are responsible for ensuring that makeup time is properly tracked and does not exceed legal limits.
2. **Documentation:** Written requests for makeup time and approvals will be retained in the employee's personnel file for audit purposes and to ensure compliance with state regulations.

Overtime and Makeup Time

No Overtime for Makeup Time: When makeup time is approved and worked in compliance with this policy, those additional hours will not be considered overtime. However, any hours exceeding 11 in a day or 40 in a week will be treated as overtime and compensated accordingly.

Compliance with California Law

This policy complies with the California Labor Code, which permits the use of makeup time as long as it is requested and approved in advance, and as long as the daily and weekly limits on hours worked are not exceeded.

Exceptions and Modifications

The company reserves the right to modify or amend this policy as necessary to ensure compliance with California labor laws and operational needs.