

*Calculation of Overtime Compensation*

Only actual hours worked shall count in computing the 40-hour week for overtime computation. Approved sick, holidays, vacation, and/or paid personal days shall count as actual hours worked in such computation. Sick days shall be considered approved for purposes of this Regulation if submitted to the employee's supervisor at least five (5) working days prior to the requested day and approved by the supervisor. Approval procedures for vacation and personal days shall be consistent with those set forth in the collective bargaining agreement with the Tredyffrin/Easttown Non-Instructional Group.

For the purpose of overtime computation for employees whose primary workplace is the District's central administration building, only actual hours worked shall count in computing the 40-hour week for overtime computation; however, approved sick, holidays, vacation, and/or paid personal days shall count as actual hours worked in such computation. Sick days shall be considered approved for purposes of this regulation if submitted to the employee's supervisor at least five (5) working days prior to the requested day and approved by the supervisor. This provision is necessary in light of the "flex time" schedule made available only to employees whose primary workplace is the District's central administration building.

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Tredyffrin/Easttown School District