**Chester Public Utility DistrictPOLICY TITLE: Use of Make up Time**

**POLICY NUMBER: 3485**

3485.1 Chester Public Utility District allows the use of make up time when non-exempt employees need time off to tend to personal obligations. Use of make up time is discretionary and subject to preapproval by the General Manager. Make up time worked will not be paid at an overtime rate.

3485.2 Subject to compliance with this policy, employees may take time off and then make up the time later in the same workweek, or may work extra hours earlier in the workweek to make up for time that will be taken off later in the workweek.

3485.3 Make up time requests must be submitted in writing to your supervisor, with your signature, on the Chester Public Utility District-provided form. Requests will be considered for approval based on the legitimate business needs of Chester Public Utility District at the time the request is submitted. A separate written request is required for each occasion the employee requests make up time.

3485.4 If you request time off that you will make up later in the week, you must submit your request at least 24 hours in advance of the desired time off. If you request to work make up time first in order to take time off later in the week, you must submit your request at least 24 hours before working the make up time. Your make up time request must be approved in writing before you take the requested time off or work make up time, whichever is first.

3485.5 All make up time must be worked in the same workweek as the time taken off. Chester Public Utility District’s seven-day workweek is Sunday through Saturday. Employees may not work more than 40 hours in a workweek as a result of making up time that was or would be lost due to a personal obligation.

3485.6 If you take time off and are unable to work the scheduled make up time for any reason, the hours missed will normally be unpaid. However, your supervisor may arrange with you another day to make up the time if possible, based on scheduling needs. If you work make up time in advance of time you plan to take off, you must take that time off, even if you no longer need the time off for any reason.

3485.7 An employee’s use of make up time is completely voluntary and subject to the ability of the District to accommodate the employee. Chester Public Utility District does not encourage, discourage, or solicit the use of make up time off.