

Timesheet Category Definitions

Regular Hours

Scheduled hours worked

Straight Rate Overtime

If time away from work is taken during a work week, hours worked in excess of eight (8) a day or scheduled workday hours are paid at a straight rate until hours worked and holiday hours exceed forty (40) hours in the work week.

Vacation Hours

Hours away from work designated as vacation time.

Holiday Hours

Hours away from work taken as holiday time.

Other Hours

All other time away from work, i.e., jury duty, funeral leave, unpaid time, etc.

Normal Work Week

The normal work week is Monday through Sunday, beginning and ending at midnight on Sunday, and consists of forty (40) hours.

Combined Total Hours

An accounting of the employee's TOTAL hours
