

Scenario 1 – 9/8/80 Schedule

Employee is WWG 2

RDO is every other Monday

Works 8 hours every other Monday

Works 9 hour days Tuesday through Friday

Work week begins mid-shift on the 8-hour day

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 9 hours worked	2 9 hours worked	3 9 hours worked	4 9 hours worked	5
6	7 <i>RDO*/RDO</i>	8 9 hours worked	9 0 hours worked 9 hours vacation	10 9 hours worked	11 9 hours worked	12
13	14 4/4* hours worked	15 9 hours worked	16 9 hours worked	17 9 hours worked	18 9 hours worked	19
20	21 <i>RDO*/RDO</i>	22 9 hours worked	23 9 hours worked	24 9 hours worked	25 9 hours worked	26
27	28 4/4* hours worked	29 9 hours worked	30 9 hours worked			

22 Days / 176 Hours Required
Hours Scheduled: 178
Hours Physically Worked: 169
Absence: 9 hours vacation
Excess Hours: 2 hours earned

While the employee accrues 2 excess hours, the employee must use 9 hours of leave credits to cover the absence on the 9th.

Each leave transaction must be documented separately. In this case, records must show the employee charged 9 hours of vacation, and separately accrued 2 excess hours. Leave transaction documents may not simply reflect a net charge of 7 hours.

* These hours together form one work week. The hours not marked with an asterisk form another work week.

Scenario 2 – 4/10/40 Schedule

Employee is WWG 2

RDO is every Friday

Works 10 hour days Monday through Thursday

Work week is Sunday through Saturday

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 10 hours worked	2 10 hours worked	3 10 hours worked	4 RDO	5
6	7 10 hours worked	8 10 hours worked	9 0 hours worked 10 hours annual leave	10 10 hours worked	11 RDO	12
13	14 10 hours worked	15 10 hours worked	16 10 hours worked	17 10 hours worked	18 RDO	19
20	21 10 hours worked	22 10 hours worked	23 10 hours worked	24 10 hours worked	25 RDO	26
27	28 10 hours worked	29 10 hours worked	30 10 hours worked			

22 Days / 176 Hours Required
Hours Scheduled: 180
Hours Physically worked: 170
Absence: 10 hours annual leave
Excess hours: 4 hours earned

While the employee accrues 4 excess hours, the employee must use 10 hours of leave credits to cover the absence on the 9th.

Each leave transaction must be documented separately. In this case, records must show the employee charged 10 hours of annual leave and, separately accrued 4 excess hours. Leave transaction documents may not simply reflect a net charge of 6 hours.

Scenario 3 - 9/8/80 Schedule: hours worked outside of regular schedule (Premium Overtime)

Employee is WWG 2
 RDO is every other Monday
 Works 8 hours every other Monday
 Works 9 hour days Tuesday through Friday
 Work week begins mid-shift on the 8-hour day

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 9 hours worked	2 9 hours worked	3 9 hours worked	4 9 hours worked	5
6	7 <i>RDO*/RDO</i>	8 9 hours worked	9 0 hours worked 9 hours annual leave	10 9 hours worked	11 9 hours worked	12
13	14 4/4* hours worked	15 9 hours worked	16 9 hours worked	17 9 hours worked	18 9 hours worked	19 4 hours of overtime worked
20	21 <i>RDO*/RDO</i>	22 9 hours worked	23 9 hours worked	24 9 hours worked	25 9 hours worked	26
27	28 4/4* hours worked	29 9 hours worked	30 9 hours worked			

22 Days / 176 Hours Required
Hours Scheduled: 178
Hours Physically worked: 169
Absence: 9 hours annual leave
Excess hours: 2 hours earned

While the employee accrues 2 excess hours, the employee must use 9 hours of leave credits to cover the absence on the 9th.

Each leave transaction must be documented separately. In this case, records must show the employee charged 9 hours of vacation and, separately accrued 2 excess hours. Leave transaction documents may not simply reflect a net charge of 7 hours.

Additionally, the employee is compensated for 4 hours at time and a half for physically working over 40 hours in the week. (The work week begins midday on the eight-hour day.)

* These hours together form one work week. The hours not marked with an asterisk form another work week.

Scenario 4 - 9/8/80 Schedule: hours worked outside of regular schedule (Straight-Overtime)

Employee is WWG 2 – Bargaining Unit 1
 RDO is every other Monday
 Works 8 hour days every other Monday
 Works 9 hour days Tuesday through Friday
 Work week begins mid-shift on the 8-hour day

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 9 hours worked	2 9 hours worked	3 9 hours worked	4 9 hours worked	5
6	7 <i>RDO*/RDO</i>	8 9 hours worked	9 0 hours worked [charged 9 hours annual leave]	10 9 hours worked	11 9 hours worked	12 4 hours of overtime worked
13	14 4/4* hours worked	15 9 hours worked	16 9 hours worked	17 9 hours worked	18 9 hours worked	19
20	21 <i>RDO*/RDO</i>	22 9 hours worked	23 9 hours worked	24 9 hours worked	25 9 hours worked	26
27	28 4/4* hours worked	29 9 hours worked	30 9 hours worked			

22 Days / 176 Hours Required
Hours Scheduled: 178
Hours Physically worked: 169
Absence: 9 hours annual leave
Excess hours: 2 hours earned

While the employee accrues 2 excess hours, the employee must use 9 hours of leave credits to cover the absence on the 9th.

Each leave transaction must be documented separately. In this case, records must show the employee charged 9 hours of annual leave and separately accrued 2 excess hours. Leave transaction documents may not simply reflect a net charge of 7 hours.

In addition, the employee is compensated for 4 hours at straight time because they have not physically worked over 40 hours in the week. Leave hours are not counted for purposes of overtime compensation. The work week begins midday on the eight hour day.

* These hours together form one work week. The hours not marked with an asterisk form another work week.