

## Appendix A

### Calculating Overtime for Employees with **One Position** at Michigan Tech

Both hours worked and hours for which an employee is paid but does not work (e. g. vacation, holiday and sick leave) are considered in the forty hour work week.

Hours actually worked will be paid at the overtime rate.

#### EXAMPLE 1

An employee reports one paid holiday (Monday) and four workdays (Tuesday through Friday) for eight hours each day with a total of forty hours.

Example	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours
1		8 Holiday	8	8	8	8		40

#### EXAMPLE 2

An employee reports twenty-six hours of regular hours, sixteen holiday hours, 2 hours of overtime.

Example	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours
2		8	8	10	8 Holiday	8 Holiday		42

#### EXAMPLE 3

An employee reports twenty-four regular hours, sixteen holiday hours and eight over-time hours.

Example	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours
3		8	8	10	8 Holiday	8 Holiday	6	48

#### EXAMPLE 4

An employee reports eight holiday hours, thirty-four regular hours, 8 hours sick, and six over-time hours.

Example	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours
4		8 Holiday	8	8	8 Sick	8	6	46

#### EXAMPLE 5

An employee reports 38 regular hours and 2 hours of overtime (worked 10 hours in one day).

Example	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours
5		8	10	8	8	6		40