

# **Travel/Training Overtime**

## **Administrative Policy 00-01, Section 13**

### **Travel Training Instruction, Section 4**

#### **Examples: Travel on a Day Off and Overnight Travel**

- The employee travels to a conference in New York City on behalf of the CBJ, leaving Juneau on Saturday evening at 6:00 p.m. The Employee arrived in New York City at 10:00 a.m. the next morning. This employee normally works from 8:00 a.m. to 4:30 p.m. (a 37.5-hour workweek). This employee was not required to perform any work while traveling. What overtime or additional pay would this employee receive for traveling on this schedule?

ANSWER: This employee would receive overtime for 2 hours of travel, 8:00 a.m. to 10:00 a.m. on Sunday morning.

- The employee is traveling to Seattle to attend a training seminar. The employee leaves Juneau at 7:00 p.m. on Tuesday evening arriving at 9:30 p.m. PST. The employee normally works from 8:00 a.m. to 4:30 p.m. Monday through Friday (or 37.5 hours a week). This employee worked 7.5 hours this Tuesday before traveling to Seattle. The employee was not required to work during the travel time. What overtime or additional pay would Employee B be paid related to this travel schedule?

ANSWER: This employee would receive no overtime or additional pay because there was no work performed during the travel time.

- The employee upon returning to Juneau needed to write up the notes from the seminar to present to coworkers the next day. The employee traveled back on Thursday evening from 7:00 p.m. PST to 10:00 p.m. AST (11:00 p.m. PST) after spending two full workdays at the seminar. What overtime or additional pay would this employee receive for this travel back to Juneau?

ANSWER: The employee would receive 4.0 hours of additional pay for the time worked during the travel. This employee worked their normal work schedule of 7.5 hours, so one half hour (.5) is at their regular rate of pay and 3.5 hours are at the overtime rate of pay. This meets the FLSA requirement of 8.0 work hours before overtime is received.

- The employee is traveling to Denver for training on newly acquired software. The training is for 5 days starting on Monday at 8:00 a.m. The employee will travel on Sunday from 6:00 a.m. to 7:00 p.m. CST (5:00 p.m. AST). There is no work expected of this employee during this travel time. This employee normally works 8 hour a day, from 8:00 a.m. to 5:00 p.m., five days a week (Monday through Friday). The employee was sick on Thursday the week before the trip. What additional pay and/or overtime would this employee be paid for travel?

ANSWER: The employee would receive 8 hours of regular pay for the travel on Sunday. The employee was absent 8.0 hours on Thursday the week before the travel (the workweek runs from Sunday at midnight through Sunday at midnight). The 40 hours must be met before overtime is incurred. Since there was no requirement that work be performed during the travel, there would be no compensation for hours spent traveling outside of 8:00 a.m. to 5:00 p.m.