

Overage Log

Staff Name \_\_\_\_\_

Date Worked	
Reason for not leaving on time:	
Was this pre-approved by the Director or unexpected because of late pick up.	Pre-Approved      Unexpected
How long did you work over 8 hours today?	
What time did the last ratio child leave?	
Who was the last ratio Child?	

Notes:

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Notes:

Siblings and Co.  
Overtime Explanation

Hourly Staff Overtime

Please initial and sign at the bottom.

\_\_\_\_\_ Any overtime by staff must be approved by Directors and Anne.

\_\_\_\_\_ Staff are still responsible for leaving their rooms on time.

\_\_\_\_\_ Overtime usage is for ratio purposes only. If your room is in ratio without you and you're over on hours, you are required to leave. Ex: You know you are 15 minutes over from the day before and ratio allows you to leave 15 minutes early today, you leave.

\_\_\_\_\_ Overtime is over 40 hours a week.

\_\_\_\_\_ Overtime will not be accounted for if not approved. If you are staying and are not needed, it's your choice and not on the clock.

\_\_\_\_\_ If your class has a child and it's nearing 5:30, bring that child to the front to notify the director. More than one person will not be staying over 5:30.

\_\_\_\_\_ Overtime is legally considered anything over 40 hours **worked**. Therefore, paid holidays, paid time off (PTO), vacation or meeting hours taken by an employee do not count toward the calculation of the overtime requirement because these hours are not actually "worked" and are therefore not considered as hours counted toward overtime under the FLSA.

Ex: A paid holiday falls within the week so you receive 8 hours paid holiday. Then you worked a total of 35 hours the rest of the week to help cover shifts. Even though your total hours exceed 40, you only had 35 "worked" hours and therefore overtime does not take place. Same goes for any other PTO days mentioned above.

Staff Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Director Overtime

Please initial and sign at the bottom.

\_\_\_\_\_ Directors should avoid any additional hours on payroll.

\_\_\_\_\_ If a director is required to stay over due to classroom needs, please plan to leave early another day.

\_\_\_\_\_ Directors scheduled shifts should still be worked every day rather than banking hours and leaving early. UTO or PTO should be used if needing to request time off.

\_\_\_\_\_ Avoid taking work related items home and clocking in for it unless Anne required it and it's approved.

\_\_\_\_\_ A director covering a room which would require overtime, should be a last resort.

\_\_\_\_\_ Staying over to complete a task will not qualify for overtime.

\_\_\_\_\_ If taking a break is part of your schedule, the full break is required.

\_\_\_\_\_ Notify staff of your schedule so you don't get stuck working over.

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Director Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_