

## EXAMPLES FOR OVERTIME ELIGIBLE EMPLOYEE OVERNIGHT TRAVEL

### Travel Example 1 – No Adjustments to Schedules

For this example, the conference began Sunday night at 4:30 pm with a business meeting and ended on Wednesday at noon. The employee worked his/her normal schedule the days following the conference. No time zone differences.

#### **Sunday**

9:00 am – 9:30 am	Employee drives or rides to ICT airport (compensated)
9:30 am – 11:00 am	Waits for flight at ICT airport (compensated)
11:00 am – 3:00 pm	Takes plane flight (compensated)
3:00 pm – 4:30 pm	Arrives at Chicago airport & takes subway to Chicago hotel (compensated)
4:30 pm – 6:00 pm	Opening Business Meeting (compensated)
6:00 pm – 9:00 pm	Opening Reception – voluntary (not compensated)

Total compensation for the day is **9 hours** (for hours 9:00 am to 6:00 pm)

#### **Monday**

8:00 am – Noon	Conference Sessions (compensated)
Noon – 12:30 pm	Lunch with no speaker (not compensated)
12:30 pm – 4:30 pm	Conference Sessions (compensated)

Total compensation for the day is **8 hours** (for hours 8:00 am to Noon and from 12:30 pm to 4:30 pm)

#### **Tuesday**

8:30 am – Noon	Conference Sessions (compensated)
Noon – 12:30 pm	Lunch with speaker (compensated)
12:30 – 4:30 pm	Conference Sessions (compensated)

Total compensation for the day is **8 hours** (8:30 am to 4:30 pm)

#### **Wednesday**

8:30 am – Noon	Conference Sessions (compensated)
Noon – 4:00 pm	Employee leaves hotel, takes shuttle to Chicago airport, takes flight, and arrives at ICT airport (compensated)
4:00 pm – 4:30 pm	Employee drives home from airport (compensated)

Total compensation for the day is **8 hours** (for hours 8:30 – 4:30 pm)

**Thursday** (back in office)

8:00 am – noon	Worked (compensated)
Noon – 1:00 pm	Lunch on own (not compensated)
1:00 pm – 5:00 pm	Worked (compensated)

Total compensation for the day is **8 hours** for hours from 8 am to noon and 1:00 pm to 5:00pm)

**Friday** (back in office)

8:00 am – Noon	Worked (compensated)
Noon – 1:00 pm	Lunch on own (not compensated)
1:00 pm – 5:00 pm	Worked (compensated)

Total compensation for the day is **8 hours** for hours from 8 am to 5:00 pm)

Total compensation for the week is **49 hours** (40 hours at regular time and 9 hours at compensatory time earned or overtime at the time and a half rate.)

**TRAVEL EXAMPLE 2 – Time Zone Change**

For this example, the employee's workstation is in Wichita, Kansas (CST) and the conference is located in Los Angeles, CA, which is in the PST time zone (2 hours earlier). The conference began Sunday night at 5:15 pm (PST) with a business meeting and ended on Tuesday at noon (PST)

**Sunday** (Travel day, so using CST)

Actual times shown are CST (*PST is shown in brackets*).

9:30 am – 10:00 am	Employee drives or rides to ICT airport (compensated)
10:00 am – 11:30 am	Waits for flight at ICT airport (compensated)
4:00 pm – 5:15 pm [2:00 pm – 3:15 pm]	Arrives at LAX airport & takes shuttle to LA hotel (compensated)
5:15 pm – 6:00 pm [3:15 pm – 4:00 pm]	Opening Business Meeting (compensated)
6:00 pm – 9:00 pm [4:00 pm – 7:00 pm]	Opening Reception – voluntary (not compensated)

Total compensation for the day is **8.5 hours** (for hours from 9:30 am to 6:00 pm)

## Monday

Actual times shown are PST as “local” time

8:00 am – Noon	Conference Sessions (compensated)
Noon – 12:30 pm	Lunch with no speaker (not compensated)
12:30 pm – 4:30 pm	Conference Sessions (compensated)

Total compensation for the day is **8 hours**  
(for hours 8:00 am to Noon and from 12:30 – 4:30 pm )

## Tuesday (Travel day, so using CST)

Actual times shown are CST [PST is shown in brackets]

10:30 am – 2:00 pm [8:30 am – Noon]	Conference Sessions (compensated)
2:00 pm – 7:00 pm [Noon – 5:00 pm]	Employee leaves hotel, takes shuttle to LAX airport, takes flight, and arrives at ICT airport (compensated)
7:00 pm – 7:30 pm	Employee drives from ICT airport to home (compensated)

Total compensation for the day is **9 hours** (for hours 10:30 am – 7:30 pm)

Total compensation for the 3 days (Sunday, Monday, and Tuesday) is **25.5 hours**.