

**SDSU Foundation
Make-Up Time Policy for Non-Exempt Employees**

Employees who are normally compensated for overtime (non-exempt) and wish to miss scheduled work as a result of personal obligations may request the opportunity to make up the amount of time missed by working on another day or days only in the same workweek. Employees who receive prior approval to make up missed time may do so in advance of the time missed as long as the make-up time is worked in the same workweek. Time that is made up under this policy will be compensated at a straight time rate. In order to qualify, the make-up time must not cause the employee to exceed eleven hours in any workday or forty hours in the workweek. The employee must also submit a signed request to make up the missed time at straight time for each occasion that make-up work is requested.

The employee's written request must be approved by his/her supervisor prior to the employee taking the time off. Employees should understand that SDSU Foundation does not encourage employees to miss work as a result of personal obligations and later make up time missed under this policy. This policy allows make-up time only when it is sought by the employee and found to be consistent with the employee's desires and SDSU Foundation's business and staffing needs. The supervisor has sole and absolute discretion to approve a request, in writing, as a courtesy to an employee when circumstances make such approval appropriate.

The written and approved request must be attached to the time report when the time report is submitted to the Payroll Department on the due date. Hourly employees should write the exact hours worked on the appropriate days on the time report. Salaried non-exempt employees should not report any exceptions on their time report – the attached request for this make-up time is the only record needed.

SDSU Foundation Make-Up Time Request

I hereby request the opportunity to miss ^{Record} hrs here hours of work on Enter date, because of personal obligations and to make up those missed hours at straight time pay during the same workweek. I would like to make up the time on Enter date. I understand that my supervisor can grant or deny this request and, if it is granted, that I may not exceed eleven hours of work in one day or forty hours of work in the workweek when the make-up time is included.

I certify that I have read this request, that the information it contains is fully accurate, that my supervisor has not encouraged or solicited me to take personal time off and make up the missed time, and that I am signing and submitting this request on a free and entirely voluntary basis.

Date: Employee Signature:
Employee Name:
Approved by: Supervisor Signature:
Name & Title:

Please attach to the corresponding time report when it is submitted to Payroll.