



FLSA at a Glance

Work Time vs Non-Work Time

Activity	Work Time	Non-Work Time
Training	If a non-exempt employee is required to attend training, even if the training is outside normal working hours, it is considered time worked.	<p>Training is not considered work time, if all of the following criteria are met:</p> <ul style="list-style-type: none"> * attendance is voluntary; * attendance is outside the employee's regular working hours; * the training is not directly related to the employee's job; and * no productive work is performed during attendance.
Breaks and Lunch Hours	Brief 5 to 15 minute breaks that are allowed by the supervisor count as time worked. If an employee works during lunch, it is counted as hours worked.	If a break or meal period is allowed for 30 minutes or more, and the employee does not do any work during that time, it does not count as time worked, even if the employee stays on the premises.
Travel - Home to Work	<p>If an employee is required to report to a meeting place to receive instructions, perform other work, or to pick up and carry tools, travel time from the designated meeting place to the actual work site is part of the day's work and must be counted as hours worked.</p> <p>When an employee who regularly works at a fixed location in one city is given a special ONE DAY ASSIGNMENT in another city and returns home the same day, the time spent in traveling to and returning from the other city is work time, except that the employer may deduct/not count that time the employee would normally spend commuting to the regular work site.</p>	<p>Travel from home to a work site before or to home after an employee's regular work day, whether the employee works at a fixed work site or at different work sites, is not considered work time.</p> <p>If an employee is called to work after the employee's regular work day to perform emergency work at a regular work site, travel time from home to work is not considered work time.</p> <p>Regular meal time and time normally spent in transit to and from the regular work site and the employee's home is not considered work time.</p>
Travel – OVERNIGHT	If an employee is engaged in business travel that includes an overnight stay, hours worked on regular working days during normal working hours and also during corresponding hours on nonworking day will be compensable.	Time spent in travel away from home outside of regular working hours as a passenger on an airplane, train, boat, bus, or automobile is not work time if not performing work duties.
Travel – Work site to Work site	Time spent by an employee in travel as part of their principal activity, such as travel from job site to job site during the workday, is work time and must be counted as hours worked.	
Residing on Premises	Employees who reside on the premises are only compensated for time worked when on duty.	Employee are not compensated for time when they are not on duty.
Sleep Time	Sleep time may be counted as time worked if an employee is required to be on duty for less than a straight 24-hour period.	An employee required to be on duty for 24 hours or more may agree with the employer to exclude from hours worked bona fide regularly scheduled sleeping periods of not more than 8 hours, provided adequate sleeping facilities are furnished and the employee can usually enjoy an uninterrupted night's sleep. No reduction is permitted unless at least 5 hours of sleep is taken, and interruptions of sleep to perform work duties are considered <u>time worked</u> .
Charitable Work	If charitable work is requested or controlled by the employer, it is considered time worked.	If charitable work is voluntarily outside working hours, it is not considered time worked.