Premium Overtime Rules for K3 Employees

Non-exempt K3 employees receive **Premium OT (i.e., Time and a Half)** when they record more than 40 hours of **Work Time** in a workweek.

**Work Time** includes actual time worked plus the following types of **non-productive hours**:

- holiday time
- vacation time
- comp time
- paid jury time
- paid witness leave

**Sick Leave** and **Leave Without Pay** are not considered **Work Time** and are not factored into the calculation of **Premium OT**.

**Examples:**

1. Over 40 hours **Work Time** due to extra work = 3 hours **Premium OT**

   ![Example 1 Table]

2. Over 40 hours in workweek, with **Sick Leave** = No **Premium OT**

   ![Example 2 Table]

3. Over 40 hours in workweek, with **Vacation OR Holiday** = 2 Hours **Premium OT**

   ![Example 3 Table]