Premium Overtime Rules for K3 Employees on 9/80 Schedules

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

- Long week = 44 hours
- Short Week = 36

**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. **Short Week** (i.e., 36 hours), with **Holiday & Extra Work** = 3 hours Premium OT

2. **Long Week** (i.e., 44 hours & short Friday), with **Vacation & Extra Work** = 1 hour Premium OT

3. **Long Week** (i.e., 44 hours & short Friday), with **Sick Leave & Extra Work** = No Premium OT