

MAKEUP TIME

Though makeup time is not required by law, IAPMO allows employees to request time off from work and make up the time during the same workweek under the following conditions:

- The request must be made by completing and signing an IAPMO Time Makeup form.
- The immediate supervisor must approve the makeup time prior to taking the time off, a minimum of twenty-four hours in advance. If the supervisor does not grant the approval, no makeup time may be used.
- The makeup time must be worked in the same workweek.
- The employee cannot work more than eleven hours in any one workday, without exceptions.
- Rest breaks may not be used for makeup time
- Meal periods may not be used for makeup time except when the employee has used at least 30 minutes for the meal period; any time in excess of 30 minutes may be allocated as work time for makeup time purposes

Requests for makeup time by non-exempt employees will be considered for approval based on the legitimate business needs of IAPMO at the time the request is submitted. A separate written request is required for each occasion that the employee requests makeup time and should be attached to the payroll sheet.

If the time is taken off and the employee is unable to work the scheduled makeup time for any reason, the hours missed will normally be unpaid. If makeup time is worked in advance of the time planned to be taken off, that time off must be taken, even if the need no longer exists.

An employee's use of makeup time is completely voluntary. IAPMO does not encourage, discourage or solicit the use of makeup time. Please see Human Resources if more information on this policy is desired.