TRAVEL FAQ’s FOR EMPLOYEES

Q: Is my normal commute “working time”?

- No, ordinary home-to-work travel is non-working time.

Q: Is a commute to and from my home to an offsite location or event in fulfillment of my job duties considered working time?

- That depends. Any time spent traveling to the special worksite that is in excess of the length of your normal commute is working time. If this commute to the offsite location is shorter than your normal commute, then it is non-working time.

Q: Is travel from my normal office to an off-campus location or special worksite (such as an “away” game or an event) or to meetings, lectures, training programs, or similar activities during my usual workday considered working time?

- Yes. Travel from your office to any other location during the workday in fulfillment of your job duties is working time.

Q: Is attendance at non-mandatory meetings, lectures, training programs or similar activities considered working time?

- Attendance at these activities is non-working time ONLY IF the following four criteria are met:
  - It is outside your normal working hours;
  - It is voluntary;
  - It is not job-related;
  - No other work is concurrently performed.

- In other words, if you attend a voluntary meeting, lecture or training program during your normal working hours, it is counted as hours worked.

Q: Do I need supervisory approval for overtime hours if I am traveling out of town?

- Yes, if you are required to travel out of town for your job, you should consult with your supervisor prior to the travel and discuss the estimated hours that you will be required to work. You should not work overtime without approval.

Q: Is travel from my home or office to another location that keeps me away from home overnight considered working time?
Sometimes. Consult the grid below to determine if your travel time is “working time.”

<table>
<thead>
<tr>
<th>Travel during the workday</th>
<th>Yes, this is working time.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traveling as a passenger outside the workday</td>
<td>No, this is non-working time.</td>
</tr>
<tr>
<td>Weekend Travel as a passenger</td>
<td>Yes, this is working time UNLESS it occurs outside of your usual work hours.</td>
</tr>
<tr>
<td>Active Travel (any travel in which you are the driver, not the passenger)</td>
<td>Yes, this is working time.</td>
</tr>
</tbody>
</table>

**Q: If I am a passenger on a bus or plane trip that takes place outside the normal workday and if I perform work while traveling as a passenger, what time is considered working time?**

- If you engage in work activity while the trip is in progress, you should only count the time spent actually working as hours worked. Otherwise, any travel as a passenger that occurs outside the normal workday is not considered working time.

**Q: If I am required to stay at a hotel, how much time is working time?**

- While you are considered “on duty” for the entire time you are away from home, only certain types of activity count as working time.
  - **Meals:** Meals of 25 minutes, or more, are not counted as work hours, unless you are doing work while you eat.
  - **“On call” Hours:** If you are “on call” for duty, the hours worked are not considered working time unless you are required to remain awake and in a particular location. If you are able to do other activities while on-call and use your time for your own purposes, this time is not considered hours worked.
  - **Sleeping time:** Time spent asleep is non-working time as long as you are permitted to sleep for no less than 5 hours. Note that you need not sleep the full 5 hours, it is enough that you were allowed to do so.

**Q: If I am away from home for a weekend meeting or event, how do I determine how much time I worked?**

- For each full weekend day you are away from home, you count as hours worked any time spent actually working. If you are relieved from duty for a portion of the day such that the time is long enough to permit you to use the time effectively for your own purposes, then this time when you are relieved from duty is not considered work time. For example, if you are out of town for an event, and if you are not required to leave the hotel until 11:00am on Saturday morning, and if you are at the event and then return to the hotel at 5:00pm, you count six hours as hours worked. If you do not return to the hotel until 8:00pm, you count nine hours as hours worked.

**Q: Who can I contact with additional questions about travel time or overtime compliance?**

- Please contact one of your team members in the Office of Human Resources at x5008.