POLICY FOR MAKING UP AND/OR BANKING TIME

MIT Policy 5.5 Making Up Time

Occasionally, employees may be authorized to take time off from their normal workday for certain absences that are not covered by other leave policies. In this event, although there is no obligation to do so, a supervisor may reschedule the work of an employee, provided the work load is sufficient to justify it and adequate supervision is available. Make-up time should not be scheduled so as to require overtime pay.

Time lost from the normal workday should be reported as unpaid and the make-up time reported, when worked, as time worked. If making up lost time involves work after the normal workday, employees and supervisors should make arrangements to have at least one other person nearby in case of an emergency, particularly in hazardous areas or remote locations.

Policy Application for Library Employees

A review of payroll practices by the MIT Auditing Division in 2003 revealed that the Libraries were not in compliance with proper payroll practice in the application of this policy. Proper payroll practice requires that “make up” or “banked” take place within the same pay period as the time off, i.e. within one week. In consultation with MIT Human Resources, the Libraries negotiated a modification to this requirement.

Supervisors may occasionally authorize time off for library employees whose absences may not be covered by other leave policies, who want to avoid using leave time or who may have exhausted their annual allotment of leave time. The guidelines for this practice are:

1. Employees should request approval to make up or bank time from their immediate supervisor.
2. Supervisors may or may not approve the employee’s request to make up or bank time based on work coverage, the employee’s attendance record, and other factors.
3. The employee, in consultation with his or her supervisor, must adjust his or her schedule to accommodate the banked time or to make up the lost time within two pay periods, i.e. a two week time span. The time should be worked and recorded in the current pay period or the pay period immediately preceding or following the affected week.
4. For time that is “banked”, the employee must record those hours as worked for the actual time that it is worked; for time that the employee is absent, it must be recorded as “Leave Without Pay”. Hours should never be recorded as worked, with the intent of “making up” the time at a later date, when the employee is not working. Likewise, actual hours worked by an employee, with the intent of “banking” time for to accommodate a later absence, must not be omitted from a timesheet.
5. The employee must use the “Comments to Approver” section of the employee timesheet to document the approved use of “make-up” or “banked” time for adjustments to the employee’s regular schedule.
6. The total number of hours worked in any one pay period may never exceed 40 hours.