# WHAT IS A WORKWEEK? 

 WORKWEEK?} The standard JMU workweek begins at 12:01 am on Sunday and ends at midnight the following Saturday.

The Fair Labor Standards Act

Asa
reminder...
All overtime at JMU requires pre-appr by the supervise work (EISA) requires An employee's wo r schedule may be scheduled within the adjusted $k$ to avoid workweek to avoid the occurrence of working in excess of 40 hours in a overtime ave may workweek be overtime lea the compensated at be offered to lieu of one and one-half employee in lieu of

## Supervisors should...

- Determine if an alternative work schedule is appropriate \& meets departmental needs
- If overtime occurs, ensure proper documentation:
- Record of Overtime Pay
- Record of Overtime Leave Earned
- Be familiar with JMU Policies:
- Provisions for Granting Overtime \& Compensatory Leave (1303)
- Alternative Work Schedules (1310)

Consulting Services Team

