

Help Guide for Full Time POPA Employees

**HELP GUIDE FOR FULL TIME³ POPA COVERED EMPLOYEES
ON OVERTIME, REGULAR COMP, MATERNITY/PATERNITY COMP,
RELIGIOUS COMP, AND CREDIT HOURS FOR **REMAINDER OF FY-00****

Date: March 17, 2000

From: Office of the Assistant Commissioner for Patents

	OT	REGULAR COMP⁴	MAT/PAT	RELIG. COMP	CREDIT HOURS⁴
Earned in period	No FY limit	Combined regular comp and credit cap of 320 for 1st and 2nd Qtrs., 410 for 3rd and 4th Qtrs. of FY-00. Credit hrs. earned to account for extra holiday hrs. will raise caps.	80 before birth, unlimited after, but all must be used w/i 6 months of birth	Unlimited	Combined regular comp and credit cap of 320 for 1st and 2nd Qtrs., 410 for 3rd and 4th Qtrs. of FY-00. Credit hrs. earned to account for extra holiday hrs. will raise caps.
Max carryover at end of any PP	N/A	80 combined regular comp, Mat/Pat, and credit	80 combined regular comp, Mat/Pat, and credit	None specified	80 combined regular comp, Mat/Pat, and credit. Credit limited to 24 in combined total.
Use before being earned	N/A	No	No	Yes	Generally no. Exception when credit hrs. used to account for extra hour(s) on holiday, then can be used before earned, but must be earned that pay.
Work hrs. on regular work day	4:30 AM – 11:30 PM	2nd, 3rd and 4th Qtrs. of FY-00: beginning at 5:30 AM, ending at 11:30 PM.	Same as OT rules	Same as OT rules	2nd, 3rd and 4th Qtrs. of FY-00: beginning at 5:30 AM, ending at 8:00 PM.
Work hrs. on unscheduled day off, whether on flex or compressed schedule	4:30 AM – 11:30 PM	2nd, 3rd and 4th Qtrs. of FY-00: beginning at 5:30 AM, ending at 11:30 PM.	Same as OT rules	Same as OT rules	2nd, 3rd and 4th Qtrs. of FY-00: beginning at 5:30 AM, ending at 8:00 PM.
Work hrs. on weekend	4:30 AM – 11:30 PM	Max of 16 weekend hrs. /PP Comp can be worked from 4:30 AM – 11:30 PM	Same as OT rules	Same as OT rules	Max of 16 weekend Hrs. /PP Credit hrs. can be worked from 4:30 AM – 11:30 PM
Max total work hrs./day including regular, OT, comp, credit, and leave	12 (must take ½ hr. break after 6 continuous hrs.)	12 (must take ½ hr. break after 6 continuous hrs.)	12 (must take ½ hr. break after 6 continuous hrs.)	12 (must take ½ hr. break after 6 continuous hrs.)	12 (must take ½ hr. break after 6 continuous hrs.)
OT pay cap applies	Yes	Yes	Yes	No	No

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	OT	REGULAR COMP⁴	MAT/PAT	RELIG. COMP	CREDIT HOURS⁴
Available on holiday	Sometimes, based on funding availability	Yes	Yes	Yes	Yes
Max. combined comp and credit that can be worked on holiday	12 hrs. combined premium pay OT and regular OT. Max. number of holiday premium hrs. based on work schedule (8,9, or 10).	4 – if receiving 8 hrs. holiday pay 3 – if receiving 9 hrs. holiday pay 2 – if receiving 10 hrs. holiday pay	4 – if receiving 8 hrs. holiday pay 3 – if receiving 9 hrs. holiday pay 2 – if receiving 10 hrs. holiday pay	12	4
Hrs. when holiday OT, comp, or credit can be worked	4:30 AM – 11:30 PM. Depending on time of day worked, some hrs. may be holiday premium pay and others may be regular OT.	Either before or after 8, 9, or 10 hrs. of holiday premium pay is earned. No earlier than 4:30 AM, nor later than 11:30 PM.	Either before or after 8, 9, or 10 hrs. of holiday premium pay is earned. No earlier than 4:30 AM, nor later than 11:30 PM.	4:30 AM – 11:30 PM	Either before or after 8, 9, or 10 hrs. of holiday premium pay is earned. No earlier than 4:30 AM, nor later than 11:30 PM.

Notes:

- 1) Family Medical Leave Act (FMLA) comp is no longer available.
- 2) If a holiday falls on an unscheduled day off, the unscheduled day off does not change. The date of the holiday changes. Credit hours cannot be earned if an employee is on a compressed schedule.

<i>Compressed schedule</i>		<i>5/4-9 and 4/10 Flex schedules</i>	
<u>Holiday</u>	<u>In lieu of day</u>	<u>Holiday</u>	<u>In lieu of day</u>
Monday	Tuesday	Monday	Previous Friday
Wednesday	Tuesday	Wednesday	Tuesday
Friday	Thursday	Friday	Thursday

- 3) This guide does not cover the rules for part-time employees. A separate guide for part-time employees is available. Information on part-time programs can be found in the shared folders in Outlook – Public Folders/Patent News/Administrative Policy.
- 4) It is expected that these provisions will be in effect at least through the end of FY-00 (September 30, 2000). Any changes or continuations of these provisions will be communicated to employees.