

Help Guide for Part-Time POPA Employees

HELP GUIDE FOR PART-TIME² 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 COMP³	MAT/PAT	RELIG. COMP	CREDIT HOURS³
Earned in period	No FY limit	Combined full time regular comp and credit cap of 320 for 1 st and 2 nd Qtrs., 410 for 3 rd and 4 th Qtrs. of FY-00. Cap for part-time employee prorated by dividing number of regularly scheduled hours worked per week by 40. E.g., cap for 3 rd and 4 th Qtrs. of FY-00 for part-time employee working four 8 hr. days a week is 32/40*410 or 328 hrs. 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 full time regular comp and credit cap of 320 for 1 st and 2 nd Qtrs., 410 for 3 rd and 4 th Qtrs. of FY-00. Cap for part-time employee prorated by dividing number of regularly scheduled hours worked per week by 40. E.g., cap for 3 rd and 4 th Qtrs. of FY-00 for part-time employee working four 8 hr. days a week is 32/40*410 or 328 hrs. Credit hrs. earned to account for extra holiday hrs. will raise caps.
Max carryover at end of any PP	N/A	A pro-rata share of 80 combined regular comp, Mat/Pat, and credit. The pro-rata share determined by dividing number of regularly scheduled hours worked per week by 40. E.g., a part-time employee working four 8 hr. days a week can carry over 32/40*80 or 64 hrs.	80 combined regular comp, Mat/Pat, and credit	None specified	A pro-rata share of 80 combined regular comp, Mat/Pat, and credit. The pro-rata share determined by dividing number of regularly scheduled hours worked per week by 40. E.g., a part-time employee working four 8 hr. days a week can carry over 32/40*80 or 64 hrs. The credit portion of the carryover is limited to ¼ of bi-weekly work requirement. E.g., a part-time employee who normally works 64 hrs in a pay period can carry over 64/4 or 16 credit hours.
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 period.

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Work hrs. on regular work day	<p>4:30 AM – 11:30 PM.</p> <p>On a daily basis: a) A part-time employee on a 8, 9, or 10 hour schedule may earn OT for hours in excess of the normally scheduled 8, 9, or 10 hours. b) For any schedule of less than 8 hrs. a day, the part-time employee must work the additional hour(s) at regular pay until hour 9 is reached.</p>	<p>2nd, 3rd and 4th Qtrs. of FY-00: beginning at 5:30 AM, ending at 11:30 PM.</p> <p>On a daily basis: a) A part-time employee on a 8, 9, or 10 hour schedule may earn comp for hours in excess of the normally scheduled 8, 9, or 10 hours. b) For any schedule of less than 8 hrs. a day, the part-time employee must work the additional hour(s) at regular pay until hour 9 is reached.</p>	Same as OT rules	Same as OT rules	<p>2nd, 3rd and 4th Qtrs. of FY-00: beginning at 5:30 AM, ending at 8:00 PM.</p> <p>On a daily basis: a) A part-time employee on a 8, 9, or 10 hour schedule may earn credit hrs. for hours in excess of the normally scheduled 8, 9, or 10 hours. b) For any schedule of less than 8 hrs. a day, the part-time employee may earn credit hrs. for any additional hrs. worked.</p>
Work hrs. on unscheduled day off, whether on flex or compressed schedule	<p>4:30 AM – 11:30 PM</p> <p>OT may be earned for hours in excess of 40⁵. If 40 are not worked, then any hrs. worked on the unscheduled day off are paid at the regular pay rate.</p>	<p>2nd, 3rd and 4th Qtrs. of FY-00: beginning at 5:30 AM, ending at 11:30 PM.</p> <p>Comp may be earned for hours in excess of 40⁵. If 40 are not worked, then any hrs. worked on the unscheduled day off are not eligible for comp, but are paid at the regular pay rate.</p>	Same as OT rules	Same as OT rules	<p>2nd, 3rd and 4th Qtrs. of FY-00: beginning at 5:30 AM, ending at 8:00 PM.</p> <p>Credit hrs. may be worked on the employee's unscheduled Monday-Friday workdays.</p>
Work hrs. on weekend	<p>4:30 AM – 11:30 PM</p> <p>OT may be earned for hours in excess of 40⁵. If 40 are not worked, then any hrs. worked on the weekend are paid at the regular pay rate.</p>	<p>Max of 16 weekend Hrs. /PP</p> <p>Comp can be worked from 4:30 AM – 11:30 PM.</p> <p>Comp may be earned for hours in excess of 40⁵. If 40 are not worked, then any hrs. worked on the weekend are not eligible for comp, but are paid at the regular pay rate.</p>	Same as OT rules	Same as OT rules	No credit hrs. can be worked on weekends.
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
Available on holiday	Sometimes, based on funding availability	Yes	Yes	Yes	No credit hrs. can be worked on holidays.

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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	No credit hrs. can be worked on holidays.
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	No credit hrs. can be worked on holidays

Notes:

- 1) Family Medical Leave Act (FMLA) comp is no longer available.
- 2) This guide does not cover the rules for full time employees. A separate guide for full time employees is available.
- 3) 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.
- 4) Part-time employees only get holidays if the holiday falls on a scheduled work day.
- 5) This number would be higher than 40 in the rare instance when a part-time employee's schedule includes one week with more than 40 hours, e.g. five 9 hour days during one week and a reduced schedule during the other week of the pay period. An employee working this unusual schedule should seek guidance from Employee Relations if this guide is insufficient.