

DAYLIGHT SAVINGS TIME POLICY

1. **PURPOSE:** To standardize employee time reporting at the beginning and end of daylight savings time.
2. **PROCEDURE**
 - A. **BEGINNING DAYLIGHT SAVINGS TIME:** When daylight savings time begins, those employees who work a complete seven (7) hour shift shall not have time deducted. Any employee who works a complete seven (7) hour shift and is required to work less than one (1) hour overtime shall not be compensated. Overtime/compensatory time compensation shall begin with any work in excess of one (1) hour.
 - B. **RETURN TO STANDARD CENTRAL TIME:** When daylight savings time ends, those employees who work a complete nine (9) hour shift shall receive one (1) hour paid overtime, or one (1) hour compensatory time. The notation “daylight saving time” shall be recorded on the back of the time card in the Comment section.
 - C. **LEAVE DURING TIME CHANGE:** Employees requesting accrued leave during the regular duty shift when the daylight savings time change occurs will be given credit for total hours worked and time off based on an eight (8) hour shift.