



HUMAN RESOURCES

Here are three examples of gap and overtime hours.

1. In this example, a full time FLSA-subject employee worked two extra hours during the week. However, because they did not physically work over 40 hours, the two extra hours worked would be considered “gap” hours and would be compensated at straight time.

Day	Regular hours worked	Extra hours worked	Time off*
Monday	8		
Tuesday	5		3
Wednesday	8		
Thursday	8	2	
Friday	8		
Saturday			
Sunday			
Total hours	37	2	3

\*Time off could be holiday hours, vacation leave, sick leave, compensatory time used or any other time not physically worked.

2. In this example, a half-time employee worked two extra hours in addition to their normal 20 hours per week schedule. However, because they did not physically work over 40 hours, the two extra hours worked would be considered “gap” hours and would be compensated at straight time.

Day	Regular hours worked	Extra hours worked	Time off*
Monday	4		
Tuesday	4		
Wednesday	4		
Thursday	4	2	
Friday	4		
Saturday			
Sunday			
Total hours	20	2	0

3. In this example, a full time FLSA-subject employee worked two extra hours during the week. Since the employee met the 40 hour per week threshold for overtime, the two extra hours worked would be considered “overtime” and would be compensated at time and a half.

Day	Regular hours worked	Extra hours worked	Time off*
Monday	8		
Tuesday	8		
Wednesday	8		
Thursday	8	2	
Friday	8		
Saturday			
Sunday			
Total hours	40	2	