

## NORTHWEST GEORGIA HEALTH DISTRICT 1.1

The Fair Labor Standards Act is designed to assure employees that they are not required to work more than 40 hours per week. In order to comply with this law, there are certain requirements which must be met.

### 1. Permanent Work Period

A permanent work period must be established for each employee. This must include:

- A. The time of day and the day of the week when the period begins and ends.
- B. The work week must consist of seven consecutive days.
- C. Work periods must include a designated lunch period of not less than 30 minutes.
- D. Employees cannot occupy their work stations during non-scheduled time or during designated meal periods.

### 2. Breaks

Breaks cannot be substituted in lieu of or added to meal periods, nor can they be used to allow late arrival or early departure. Employees who work through a designated break period will not be paid overtime.

### 3. Work Stations

Employees cannot be permitted to occupy work stations during non-scheduled time, i.e., before or after standard work hours or during lunch.

### 4. Record Keeping

Accurate records must be kept of hours of work for each employee. Please complete this form as a statement of your standard work week and review it with your supervisor. Please direct any questions about this law to your supervisor.

**TO:** \_\_\_\_\_

**FROM:** \_\_\_\_\_

**SUBJECT: Work Hours Schedule**

\_\_\_\_\_ **Initial Request to Establish Standard Work Hours**

\_\_\_\_\_ **Request to Change Standard Work Hours**

\_\_\_\_\_ **Day Work Week Begins**

\_\_\_\_\_ **Time Work Week Begins**

\_\_\_\_\_ **Effective Date**

	Monday		Tuesday		Wednesday		Thursday		Friday	
	In	Out	In	Out	In	Out	In	Out	In	Out
<b>Work Hours</b>										
<b>Lunch</b>										

**Unit Name:** \_\_\_\_\_

\_\_\_\_\_  
**Employee's Signature** **Date**

\_\_\_\_\_  
**Supervisor's Approval** **Date**