

**MARKLUND**  
**HUMAN RESOURCES POLICY AND PROCEDURE**

**POLICY NO: 4.1.6**

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**SUBJECT: OFFICIAL TIME CHANGES**

**DEPARTMENTS AFFECTED: ALL**

**APPROVED BY: Ldrship**

**ISSUED: 12-15-91      REVISED: 7-24-98; 5-01-16      EFFECTIVE DATE: 12-1-90**

**PURPOSE:** To clarify the payment of time worked during an official time change to or from Central Daylight Time.

**POLICY:** Employees at work at 2:00 A.M. on the date of the spring or fall time change shall be paid as follows:

1. Spring - Employees working at the time of change to Central Daylight Time will be paid for all hours actually worked. This would be one hour less than they are scheduled.
2. Fall - Employees working at the time of change from daylight to Central Standard Time will be paid for all hours worked, which would be one hour more than they are scheduled.

Example:

Spring      An employee that punches in at 11 pm on the evening before the time change at 2 am will have worked three hours prior to the change. At that time the clocks will be set ahead to 3 am and the employee will only work four more hours clocking out at 7 am for a total of 7 hours.

An employee that punches in at 7 pm the evening before the time change at 2 am will have worked 7 hours prior to the change. At that time the clocks will be set ahead to 3 am and the employee will work 4 more hours clocking out at 7 am for a total of 11 hours.

Fall      An employee that punches in at 11 pm on the evening before the time change at 2 am will have worked 3 hours prior to the change. At that time the clocks will be set back to 1 am and the employee will work 6 more hours clocking out at 7 am for a total of 9 hours.

An employee that punches in at 7 pm the evening before the time change at 2 am will have worked 7 hours prior to the change. At that time the clocks will be set back to 1 am and the employee will work 6 more hours clocking at 7 am for a total of 13 hours.

Supervisors do not have to make any changes to an employee's timecard for this change.