

Guernsey Memorial Library Policies		Travel Time
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<p>TRAVEL TIME</p> <p>Generally, time spent commuting [i.e. walking, riding or traveling] to or from the workplace or alternate workplace is not work time.</p> <p>Conference/Workshop/Off-Site Work –</p> <p>If employees are traveling to a conference or workshop or alternate workspace during regular working hours, they will be considered to be working and will be paid as they normally would if they were working on-site.</p> <p>Travel that occurs outside of regular working hours, where the employee is a passenger in a vehicle and where the employee is free to relax does not count as work time and will not be paid. If an employee is required to drive to or from a workshop or conference outside of regular working hours, then the employee will receive flex time if a full-time employee or paid time if a part-time employee, for travel time, minus meal breaks.</p> <p>If an employee normally works Monday through Friday and the employee is traveling to or from a conference or workshop on a Saturday or Sunday, the employee will receive flex time if a full-time employee or paid time if a part-time employee, for travel time, minus meal breaks.</p>		
Revision approved by Board: 2/9/2017		Notes: