



**Wesley Woods Senior Living, Inc.**

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**SUBJECT:** Overtime

**THIS POLICY**

Policy Number: 307

Effective Date: 11/01/02

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**REPLACES POLICY**

Policy Number: 307

Effective Date: 12/17/96

**POLICY:**

It is the policy of Wesley Woods Senior Living, Inc., to pay overtime in accordance with the provisions of the Fair Labor Standards Act. Supervisors are expected to take a fiscally responsible approach to the use of overtime.

**GUIDELINES:**

1. Hourly employees will be paid at the overtime rate of one and one half times the employee's regular rate of pay for hours or portions thereof worked, exclusive of personal or sick leave or jury duty, in excess of 40 hours per week. The work week begins at 12:01am on Sunday and ends the following Saturday at 12 midnight.
2. Employees should obtain specific approval from their supervisor or a facility administrator before working overtime. Although under all circumstances employees must record all of the hours they work, the failure to secure pre-approval for overtime may subject an employee to corrective action.

Approved By: Kenneth Weber, President/CEO, Wesley Woods Inc.  
Margaret Bloomquist, Associate Administrator, Wesley Woods Human Resources  
Date Reviewed: 11/01/02 Last Reviewed: 09/01/2007 Adair Maller, Director Human Resources