

**LEYTON PUBLIC SCHOOLS  
BOARD OF EDUCATION POLICY #4050**

**Overtime**

Employees who are "non-exempt" under the Fair Labor Standards Act and who work more than 40 hours in a workweek will be paid at the rate of time-and-one-half (1½) times their regular rate of pay for all overtime hours. All overtime must be approved in advance by the employee's supervisor. Scheduled holidays, vacation days, time off for jury duty, and time off for sickness, emergencies or other personal reasons will not be considered hours worked for overtime purposes.

Adopted on: July 12, 2010  
Reviewed on: December 9, 2019  
Reviewed on: June 13, 2022