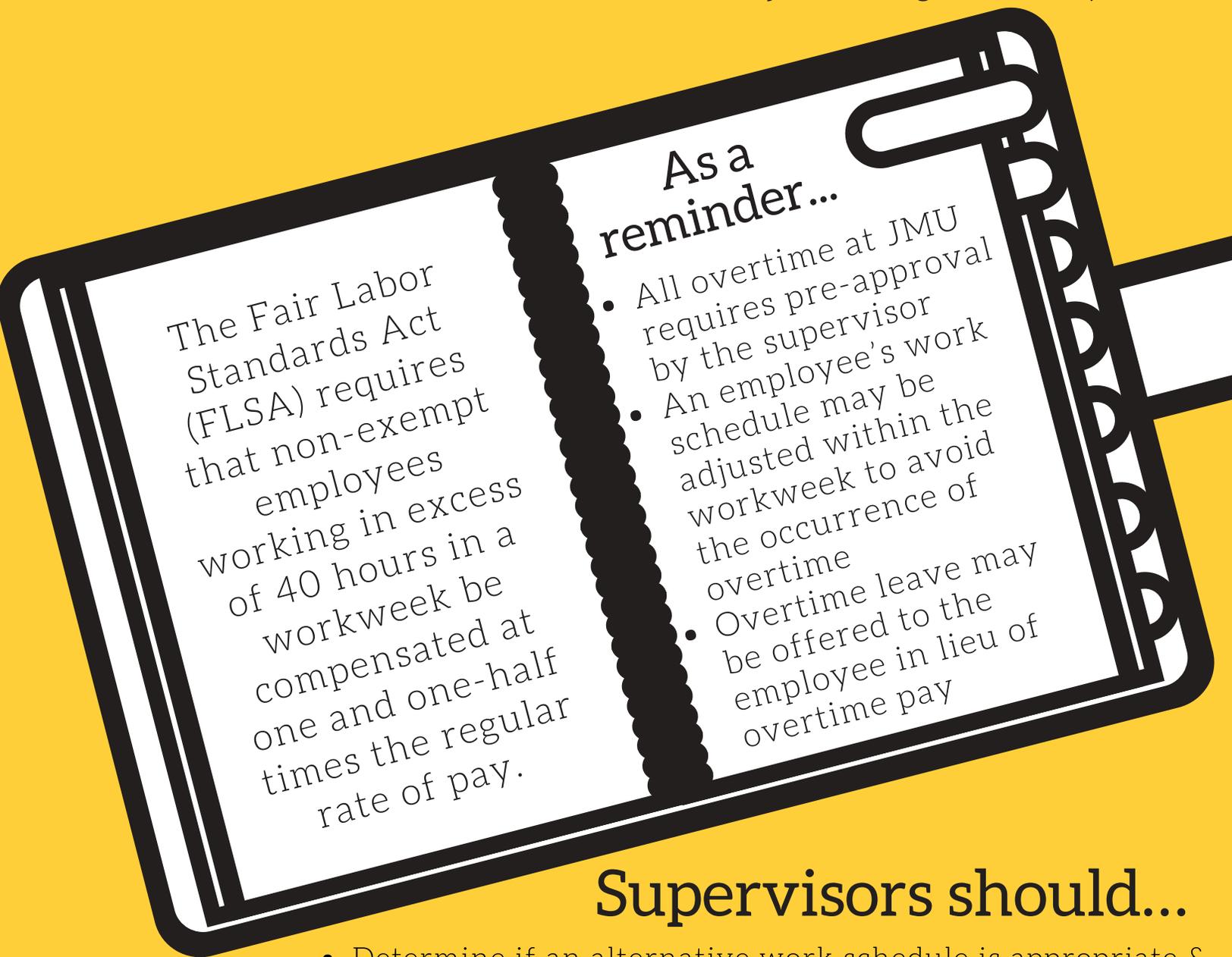


WHAT IS A WORKWEEK?

The standard JMU workweek begins at 12:01 am on Sunday and ends at midnight the following Saturday.



Supervisors should...

- Determine if an alternative work schedule is appropriate & meets departmental needs
- If overtime occurs, ensure proper documentation:
 - Record of Overtime Pay
 - Record of Overtime Leave Earned
- Be familiar with JMU Policies:
 - Provisions for Granting Overtime & Compensatory Leave (1303)
 - Alternative Work Schedules (1310)