

FLSA at a Glance
Work Time vs Non-Work Time

Activity	Work Time	Non-Work Time
Charitable Work	If charitable work is requested or controlled by the employer, it is considered time worked.	If charitable work is voluntarily outside working hours, it is not considered time worked.
Breaks and Lunch Hours	Brief 5 to 15 minute breaks that are allowed by the supervisor count as time worked. If an employee works during lunch, it is counted as hours worked.	If a break or meal period is allowed for 30 minutes or more, and the employee does not do any work during that time, it does not count as time worked, even if the employee stays on the premises.
Residing on Premises	Employees who reside on the premises are only compensated for time worked when on duty.	Employee are not compensated for time when they are not on duty.
Sleep Time	Sleep time may be counted as time worked, if an employee is required to be on duty for less than a straight 24-hour period.	If sleep exceeds eight hours, or if an employee is required to be on duty 24 hours or more, is furnished adequate sleeping facilities and can usually enjoy at least five hours of uninterrupted sleep, it does not count as time worked. (Note: It is necessary that an employer and employee agree that this is not work time.)
Training	If a non-exempt employee is required to attend training, even if the training is outside normal working hours, it is considered time worked.	Training is not considered work time, if all of the following criteria are met: <ul style="list-style-type: none"> • attendance is voluntary; • attendance is outside the employee’s regular working hours; • the training is not directly related to the employee’s job; and • no productive work is performed during attendance.



Activity	Work Time	Non-Work Time
<p align="center">Travel – Home to Work</p>	<p>If an employee is required to report to a meeting place to receive instructions, perform other work, or to pick up and carry tools, travel time from the designated meeting place to the actual work site is part of the day's work and must be counted as hours worked.</p> <p>When an employee who regularly works at a fixed location in one city is required to travel to another city to perform work on a special and unusual one-day assignment, travel time must be compensated.</p>	<p>Travel from home to a work site before an employee's regular work day whether the employee works at a fixed work site or at different work sites, is not considered work time.</p> <p>If an employee is called to work after the employee's regular work day to perform emergency work at a regular work site, travel time from home to work is not considered work time.</p> <p>Regular meal time and time normally spent in transit to and from the regular work site and the employee's home.</p>
<p align="center">Travel – Overnight (When it Cuts Across the Employee's Work Day)</p>	<p>If an employee is engaged in business travel that includes an overnight stay, only those hours that coincide with the employee's regular work hours (excluding meal time) will be compensable.</p>	
<p align="center">Travel – Overnight (Not on a Regularly Scheduled Work Day)</p>	<p>If the overnight stay includes a non-regularly scheduled workday, the time spent in travel during what would normally be considered the employee's regular work hours will be compensable.</p>	
<p align="center">Travel – Work site to Work site</p>	<p>Time spent by an employee in travel, as part of the employee's normal activities during the workday, from work site to work site is counted as time worked.</p>	

