

**NR\_key\_name:** 37573167614719F1852565230053C543

**SendTo:** Admin

**CopyTo:**

**DisplayBlindCopyTo:**

**BlindCopyTo:** CN=R ecord/O=ARRB

**From:** CN=Tracy Shycoff/O=ARRB

**DisplayFromDomain:**

**DisplayDate:** 10/01/1997

**DisplayDate\_Time:** 11:14:56 AM

**ComposedDate:** 04/16/1997

**ComposedDate\_Time:** 7:41:33 AM

**Subject:** lunch hours and comp time

I have spoken to some of you informally about the use of lunch hours and leave but I need to put it on the record for everyone's information. Lunch hours cannot be used to compensate for leave taken at the beginning or end of the day. The only time that you can use your lunch hour in conjunction with leave is if you arrive or depart around the lunch hour. For example, if you come in at 1:00 you could count that as coming in at noon if you do not take a lunch hour when you get here. Additionally, you cannot claim hours for working through lunch. Everyone is entitled to a lunch hour and should take it. Not taking lunch is your choice and therefore cannot be claimed. You may need to adjust your lunch to an earlier or later time depending on what is going on that day, but it is illegal to work through and then claim your lunch hour as comp time. ALL COMP TIME MUST BE APPROVED IN ADVANCE OF WORKING IT. If you stay late to finish a letter or mailing and have not gotten it approved by me, Tom, or Jeremy in advance, you will not be able to claim it as comp. Make sure if someone asks you to do something at the end of the day that you find out if it must be sent out that day or if the morning is ok. If you are told that it must go out that day, get approval to stay. If you have any questions about any of this, please see me. Thanks.

**Body:**

**recstat:** Record

**DeliveryPriority:** N

**DeliveryReport:** B

**ReturnReceipt:**

**Categories:**