

WORK PERIOD

Wage employees are limited to working 1,500 hours per agency per year, which is calculated as the 365 day period from May 1 through April 30 each year. It is the employee and supervisor's responsibility to manager and maintain the work schedule to ensure the limited 1,500 hours are not exceeded within the May 1-April 30 365 day period.

- x If an employee has reached the maximum of 1,500 hours within the 365 day period, her or she will not be permitted to work again during the current 365 day period.
- x The employee may resume working beginning May 1, which starts a new 365 day period
- x NO exceptions to the 1,500 hour limit are permitted!

TIMECARDS

Banner Web Time and Leave Entry System is a web based system designed to enable employees to submit

