



## **Banked Time Policy**

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### **Policy Statement**

It is the general policy of BBK Consulting, Inc. (the Company) that salaried employees not work over forty (40) hours during a workweek to complete their normal duties. However, it is recognized that there may be occasions when it is necessary to require salaried employees to work beyond previously established work hours.

### **Purpose**

The purpose of the policy is to outline the policies and procedures in place at BBK Consulting, Inc. to handle overtime. In these situations, the Company authorizes Banked Time off for non-management positions in accordance with the following guidelines.

### **Definition**

Banked Time is defined as time off granted to non-management salaried staff for working beyond their normal work schedule.

### **Procedure**

All overtime worked, including working on a regularly scheduled day off must be approved in advance by the manager. Only in exceptional circumstances (e.g. a meeting with a customer that runs late, a pressing deadline, etc.) can this request be made at the last minute. The manager will evaluate last-minute requests on a case-by-case basis.

The normal workweek for all non-management salaried staff, per their job description, shall be as necessary to properly perform the duties of their job. They shall be considered to be on duty whenever a need exists for their services. This means that sometimes they are required to work outside of the normal workday of eight (8) hours or the normal workweek of forty (40) hours as projects dictate.

When this happens, they may be allowed to accrue and take Banked Time at the discretion of senior management or their direct manager. Banked Time at BBK Consulting, Inc., is when a non – management salaried employee works beyond a normal workday or the normal workweek. In order to qualify for Banked Time, additional hours must be approved by their direct manager prior to the hours being worked.