

## RULES ON TRAVEL TIME

### ■ HOME TO WORK (ordinary situation)

Normal travel from home to work is not worktime. This is true whether employee works at a fixed location or at different job sites.

### ■ HOME TO WORK (emergency situation)

Travel to the job and back home by employees who receive an emergency call outside of their regular hours to report back to their regular place of business to do a job is working time.

### ■ HOME TO WORK IN ANOTHER CITY (special one day assignment)

All time spent traveling to another city would be considered work time except for the travel from home to public transportation, such as a bus depot, this would be the normal home to work travel. The usual meal time would be deductible also.

### ■ TRAVEL ALL IN THE DAY'S WORK

Time spent by employees in travel as part of their principal activity, such as travel from job site to job site during the workday, must be counted as hours worked. If the employees go home instead of returning to the employer's premises from last job site, this travel is home-to-work-travel and is not hours worked.

If an employee is required to report at a meeting place to receive instructions or to perform other work there, or to pick up and to carry tools, the travel time from the designated place to the work place must be counted as hours worked.

### ■ TRAVEL AWAY FROM HOME COMMUNITY

Travel that keeps an employee away from home overnight is travel away from home and is clearly worktime when it cuts across the employee's workday (employee is simply substituting travel for other duties). This time is not only hours worked on regular working days during normal working hours but also during the corresponding hours on nonworking days. *For example, if an employee normally works 8 a.m. to 5 p.m. Monday thru Friday, the travel time during these hours on Saturday and Sunday are also counted as work time.* Travel outside of employees regular working hours as a passenger on an airplane, train, boat, bus or automobile is not considered worktime.

When employees request to drive their car in place of public transportation that has been offered, this travel time is counted as hours worked or the time it would have had been using the public transportation.

### ■ WORK PERFORMED WHILE TRAVELING

Any work which an employee is required to perform while traveling must be counted as work time. One who drives and is required to ride as assistant/helper is working while riding. Sleep in adequate furnished facilities would not be counted as hours worked.