

TOWN of LANSING

Policy Title:	ADDITIONAL TIME OFF POLICY FOR EXEMPT (SALARIED) EMPLOYEES		
Current Revision Date:	02.19.2026	Resolution/Motion #	M26-07
Previous Revision Date:	N/A	Resolution/Motion #	N/A

I. Purpose and Objective. The purpose of this policy is to acknowledge and give credit to exempt (salaried) employees for additional hours worked beyond their normal work week.

The Town of Lansing recognizes that exempt (salaried) employees, by nature of their position and in accordance with the Fair Labor Standards Act (FLSA), are not entitled to receive overtime pay or compensatory time for hours worked in excess of their regularly scheduled workweek. The Town also recognizes that exempt employees may regularly need to work in excess of 40 hours/week due to the responsibilities of their position or due to their attendance at a variety of meetings held outside the normal workday.

II. Eligibility. To be eligible, the position must qualify as a Fair Labor Standards Act (FLSA) exempt position, pass the salary level, salary basis and duties qualifications, and be listed as such on the Town of Lansing’s Wage & Salary Structure. The following Town positions are eligible for Additional Time Off:

- Director of Parks & Recreation
- Director of Planning
- Bookkeeper
- Accountant

III. Procedures and Guidelines. Additional Time Off is calculated at a rate equal to one hour earned for every one hour worked in excess of the employee’s standard work week.

- All hours worked each week are to be recorded on the employees’ timesheet. Additional Time Off earned and used shall be reported on the timesheet, using the “Additional Time” column.
- Additional Time Off may be used anytime throughout the calendar year, up to a maximum of 24 hours in a calendar week.
- Additional Time Off is not eligible for cash pay-out at the end of the calendar year. Up to a maximum of 40 hours may be carried over to the following year. Any hours in excess of 40 (at year-end) will be forfeited.
- Any Additional time not used at the time of separation (including retirement) shall be forfeited by the employee and will not be paid out in cash.

IV. Non-Compliance. Employees who have been found to have violated or abused this policy will be subject to discipline, up to and including termination of employment. The Town Supervisor shall be advised of any breaches or abuses of this policy and will be responsible for appropriate remedial action, which may include suspension or termination of employment.

Revision History:

02.19.2026 Motion M26-07

Original creation of the Additional Time Off Policy for Exempt (Salaried) Employees added as Section 707 of the Employee Policy Handbook