

## LCCS POLICY 441

### Paid Time for One Day Trips & Overnight Travel

<b>Original Issue Date:</b>	12/20/1990
<b>Revision Dates:</b>	11/24/1998, 7/6/20201
<b>Revision Number:</b>	2
<b>Current Effective Date:</b>	7/6/2021
<b>Obsolete/Combined Date:</b>	
<b>Reason for Obsoleting/Combining:</b>	
<b>See new Policy #:</b>	

<b>Scope:</b>	All LCCS Staff
<b>Responsibility:</b>	All LCCS Staff
<b>Purpose:</b>	To establish guidelines for the compensation of travel time (on agency business) that extends beyond normal work schedule and when the reporting worksite is other than LCCS.
<b>Legal Cite:</b>	Section 34a of Article II, Ohio Constitution, 29 CFR § 790.5

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### **POLICY STATEMENT**

LCCS will allow work time for certain activities that involve travel.

#### DEFINITIONS:

- Normal Work Schedule refers to the hours that the employee is normally scheduled to work (i.e., 8:30 to 4:30, 7:00 to 3:00 etc.)
- **Agency Business** refers to workshops/seminars, meetings and case related activities.

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### **PROCEDURE**

Employees' traveling for one day trips or travel that requires overnight, the workday begins when the employee departs from LCCS or home if not leaving from LCCS (the shortest distance should be used for mileage reimbursement purposes).

Work hours continue through the length of the agency business. Hours are credited for actual time spent on agency business ONLY.

Work hours do not include the free time an employee has outside of the seminar/ workshop or the time before or after the conclusion of agency business i.e., morning/evening hours or sleeping time.

Work hours for lunches or dinners provided at the seminar/workshop are only granted when part of the program is presented during mealtime and the employee is required to attend.

Work hours for return travel extend through the employee's arrival at LCCS or at their home, if not returning to LCCS (the shortest distance should be used).

If employee's travel involves accompanying a child, work hours are granted for the entire time the child is in the employee's care, excluding the employee's sleeping time. Travel time (to and from) is the same as stated above.

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## **CASE PRACTICE GUIDES**

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## **RELATED POLICIES and FORMS**

[Policy #210 Mileage Reimbursement](#)