



TAS HOURS – Calculation for Time Sheet

TOC's are not required to fill out time sheets

TAS Calculation Examples: ** You arrive at school at 8:00 am and leave at 3:00 pm (7.0). You **TAKE** your unpaid 30 minute lunch break and your 2 - 15 minute paid breaks, your total hours worked = 6.5 hours (because lunch is unpaid you must subtract 30 min (.5) from time worked)

You arrive at school at 8:00am and leave at 3:00pm (7.0). You **DO NOT take your unpaid lunch break and 2 - 15 minute paid breaks, your total hours worked = 7.5 hours, the only adjustment to hours worked is to add .5 for 2 - 15 min paid breaks.

You arrive at school at 8:00 and leave at 3:00 pm. You **take 2 - 15 minute paid breaks but **less than 30 minutes or no** unpaid lunch break. No adjustment to hours is needed total hours worked = 7.0 hours.

Summary: If you take your full 30 minute unpaid lunch break you **must** subtract that 30 minutes (.5) from your hours worked. If you do not take your unpaid lunch break no adjustment to your hours is needed. Your hours worked is calculated from the school start time and school dismissal time. **You are expected to be at the school 15 minutes before start of school, this time is unpaid.**

If you work 7 hours and get a 30 minute lunch break and 2 - 15 minute breaks you will be paid 6.5 hours because the 30 minute lunch break is unpaid.

$$7.0 - .50 = 6.5 \text{ hours}$$

If you work 7 hours with no lunch but you take 2 - 15 minute breaks you will be paid 7.0 hours because when you don't get lunch you are paid the 30 minute lunch.

$$6.5 + .50 = 7.0 \text{ hours}$$

If you work 7.0 hours and have no lunch 30 minute break and no 2- 15 minute breaks you will be paid 7.5 hours

$$6.5 + .50 + .25 + .25 = 7.5 \text{ Hours}$$