

Overtime and Travel Provisions for FLSA Course

This course focuses on applying the rules of the Fair Labor Standards Act (FLSA) related to overtime, travel time, and compensatory time for federal employees. Participants learn how to determine compensable work hours, understand when travel counts as hours of work, apply regulations governing compensatory time off for travel, and recognize the process for filing and resolving FLSA claims.

Group classes in Live Online and onsite training is available for this course. For more information, email onsite@graduateschool.edu or visit: <https://www.graduateschool.edu/courses/overtime-and-travel-provisions-for-flsa-course>



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Course Outline

Module 1: Hours of Work as Overtime

- Define overtime, regular and irregular work, and suffer or permit provisions.
- Distinguish between flexible and compressed schedules and their overtime implications.
- Calculate overtime pay for exempt and nonexempt employees.
- Apply guidelines covering flexible work schedules, training time, meal periods, compensatory time, and standby or on-call status.

Module 2: Travel as Hours of Work

- Determine compensable travel within and outside official duty station limits.
- Apply federal rules for one-day and overnight travel.
- Distinguish between regular work travel, commuting, and alternative travel arrangements.
- Apply supplementary rules governing travel compensation under federal regulations.

Module 3: Compensatory Time Off for Travel

- Explain eligibility requirements for compensatory time off for travel.
- Apply rules established under the Workforce Flexibility Act.
- Identify types of travel that qualify for compensatory time rather than overtime pay.
- Determine when commute time must be deducted from compensable travel time.