

VIRGINIA MILITARY INSTITUTE  
Lexington, Virginia

GENERAL ORDER)  
NUMBER 74)

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For required courses, the department will consider the attendance at the class normal work hours and not require the employee to make up the time.

Adjust work hours: For classes where attendance is not required by the department, employees may adjust their work hours to fulfill their normal work hours per week.

Supervisors must approve in advance any adjustment of employee work hours, taking into consideration the needs of the department during normal business hours and the safety of the employee who may be working alone.

Use of personal leave: Employees may be allowed to use their accrued leave to attend approved courses that are not required by the department.

Overtime considerations: For non-exempt employees (eligible for time and one-half pay for overtime hours worked),

qualify for exclusion as a working condition benefit. Each course in a degree program must be evaluated individually for qualification as a working condition benefit. The education must either (a) maintain or improve skills needed in the job, or (b) be required by the employer or by law for the employee to keep his/her present salary, status, or job and serve a bona fide business purpose of the employer. However, even if the education meets one or both of those tests, it is not qualifying education if it





