

# Lost Time Frequently Asked Questions (FAQ)

January 1, 2024

## **What is Lost Time?**

Lost time is compensation for time spent doing union work. The compensation is provided through MAPE at the rate you are paid at your MAPE represented position (State position). It is called “Lost Time” because it’s the time you are losing from your State position.

## **When can I claim Lost Time?**

Any time you are conducting MAPE approved activities such Board of Directors, Negotiations, Delegate Assembly, other statewide committee, or membership recruitment. See the [MAPE Reimbursement Policy](#) for more information.

## **Can I claim Lost Time and use paid leave from my State position?**

Yes. MAPE members can claim lost time and use vacation or compensatory (comp) time at their state job.

## **How should I complete my State timesheet when I claim lost time?**

You can use several codes on your State timesheet depending on the type of leave you are using, see below.

- Vacation or Comp – code accordingly
- Union Leave w/o pay but with vacation and sick leave accruals (ULV) is used by Board of Directors and Negotiations Committee members only based on current contract language
- Union Leave w/o pay or accruals (UNL) is used by all other MAPE members claiming Lost Time

## **How does claiming Lost Time affect my State benefits such as paid leave accruals and insurance?**

- If you are using vacation or comp time, your benefits will not be affected.
- If you are using union leave (ULV), your accruals and health care will not be affected. What could be affected is your pension (MSRS) contribution if you are in your high five years. You should elect for MSRS deduction from MAPE on your lost time form to continue these contributions in full and fill out the “Election of Coverage by a Labor Organization Employee” form. This form only needs to be filled out the first time you elect to have this deduction. Union leave may also affect your ability to qualify for FMLA because eligibility is based on the number of hours worked for your primary employer, the State.
- If you are using union leave (UNL) this affects your paid leave accruals. Accruals are based on the number of hours worked for your primary employer (the State). MAPE will pay an additional hour of your rate of pay each day you use UNL to compensate for this

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loss in accruals. This type of leave, if used frequently, could affect your pension contribution if you are in your high five and your health care premium if you are not working the minimum required hours.

## How do I claim Lost Time?

Complete the [Lost Time Expense Report form](#) by completing the following information:

- On the left side
  - **Name**
  - **Address** – must be included to mail the check to your home
  - **Daytime phone** – this is used to call if there are questions/concerns about your form
  - **Date of Meeting(s)** – this could also be the date of the activity, we understand there is not always a meeting involved
  - **Place of Meeting(s)** – again, this could be the location of the activity, this is used to verify the activity
  - **Start and End Time of Meeting(s)** – or activities, this is used to determine the lost time hours
  - **Committee Name** – this should be where the lost time is charged to, either a committee name, Local number or other budget line item if known. If you are not sure, please be clear about what the meeting or activity was related to.
- On the right side
  - **Rate of Pay** – this is your hourly rate of pay at your State position per the contract
  - **Lost Hrs. + Travel Hrs.** – Lost hours is the number of hours you lost from your State position. Travel hours are given to those traveling, computed as the roundtrip mileage divided by 55. Add these two numbers together to come to the total number of hours. (Please see related questions below).
  - **Gross Pay** – multiply your hourly rate of pay by the total number of hours.
  - **Type of Leave** – this must be selected to clearly define the type of leave you are using on your State timesheet. This is used to determine if you are eligible for the additional hour to compensate for your paid leave accruals.
  - **MSRS Deducted** – this is for those that are in their high five years to ensure their MSRS contributions do not affect their pension payment amount.
  - **IRS Form W-4 is attached/on file at MAPE** – If you have never claimed lost time you must complete an [IRS W-4 form](#) before the payment can be processed. Please indicate if one is attached, or on file at MAPE because you have filled one out previously.
- Bottom
  - Sign and date the bottom of the form to verify it is true and accurate

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- Route to an appropriate leader for approval, such as a local officer if it is local activities, or a committee chair for committee work.

## **How much lost time can I claim if I attend a MAPE meeting on my flex day off?**

You can claim up to 8 hours if you work at MAPE on your flex day off.

## **How much lost time can I claim if I attend a MAPE meeting on a day I am scheduled to work 9 hours, I live in the metro area and a MAPE meeting only lasts 8 hours?**

If you work a 9-hour shift, you are at MAPE for an 8-hour meeting and you live in the metro area, you would claim 9 Total Hours Paid because it is not practicable to go into work. If you are attending an online meeting and can work for an hour that day you would claim 8 hours.

## **How much lost time can I claim if I live 75 miles or more from MAPE and a MAPE meeting lasts 8 hours?**

If you work an 8-hour shift, you are at MAPE for an all-day meeting and you must travel 75 miles one way to and from the meeting, 150 miles total you would claim 8 Lost Hrs. + 2.7 Travel Hrs. (150 divided by 55). Total Hours Paid is 10.7.

## **How is lost time and travel time calculated when attending a meeting that lasts less than a normal work day?**

If you work an 8-hour shift, you are at MAPE for a 4 hour meeting and you must travel 75 miles one way to and from the meeting, 150 miles total you would claim 4 Lost Hrs. + 2.7 Travel Hrs. (150 divided by 55) for a total of 6.7 hours if you are able to return to work for the rest of the day. If you are not able to return to work you would claim 8 Total Hours (the number of hours you lost that day) and include a note on the form explaining why you cannot return to work e.g. supervisor requires a full day of vacation or union leave to attend.

## **How much lost time can I claim if I live in the metro area and a MAPE meeting only lasts 7 hours?**

If you work an 8-hour shift, you are at MAPE for a 7-hour meeting and you live in the metro area, you would claim 8 Total Hours Paid because it is not practicable to go into work. If you are attending an online meeting and can work for an hour that day you would claim 7 hours.

## **How do I submit my Lost Time for processing?**

Lost Time forms, once approved by your committee chair for your work on a committee or by your local officer for work with your local, can be routed to [Zen Nguyen <znguyen@mape.org>](mailto:znguyen@mape.org) (MAPE Accounting Specialist) for processing.

## **Can I also claim meals, mileage and other expenses?**

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Yes. Mileage, meals, transportation and other expenses may be claimed within the [MAPE Reimbursement Policy](#) and the approved budget for the activities you are conducting. Expenses can be claimed using the [MAPE Committee Expense Report form](#), receipts must be attached as indicated on the expense reimbursement form.

## **When will I get paid?**

The MAPE payment schedule follows the state payroll calendar. Forms that are completely filled out, signed and submitted during the two week pay period will be processed and paid on the same day as the state payday.

## **Who should I contact if I have questions about Lost Time and expenses?**

You can contact one of the following:

- Zen Nguyen <[znguyen@mape.org](mailto:znguyen@mape.org)> – MAPE Accounting Specialist
- Julie Lee <[jlee@mape.org](mailto:jlee@mape.org)> – MAPE Financial Specialist
- Todd Maki <[tmaki@mape.org](mailto:tmaki@mape.org)> Todd Maki – MAPE Operations Director