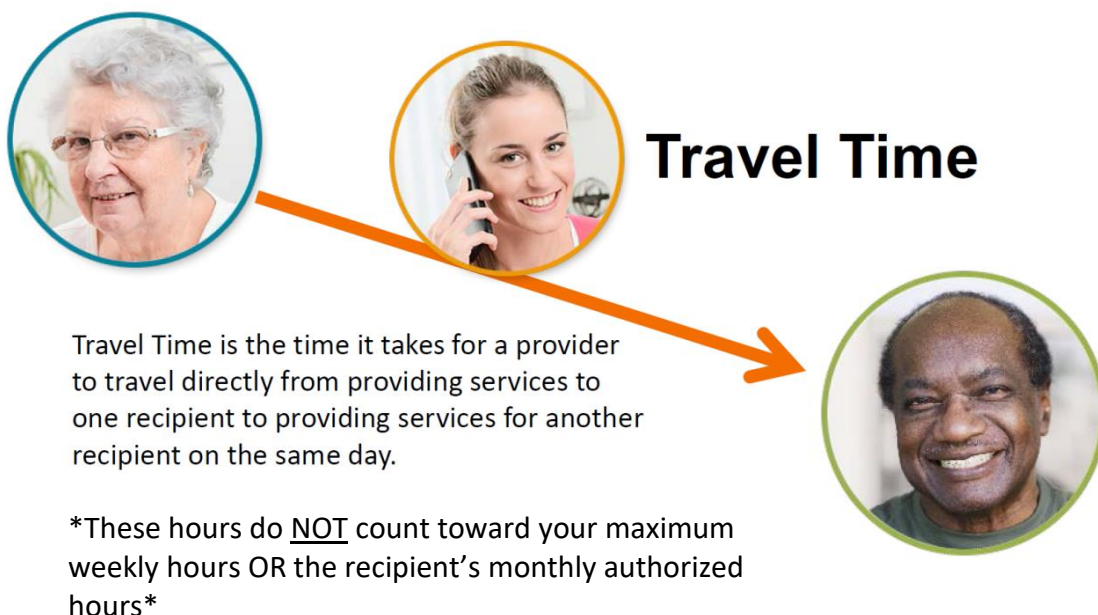
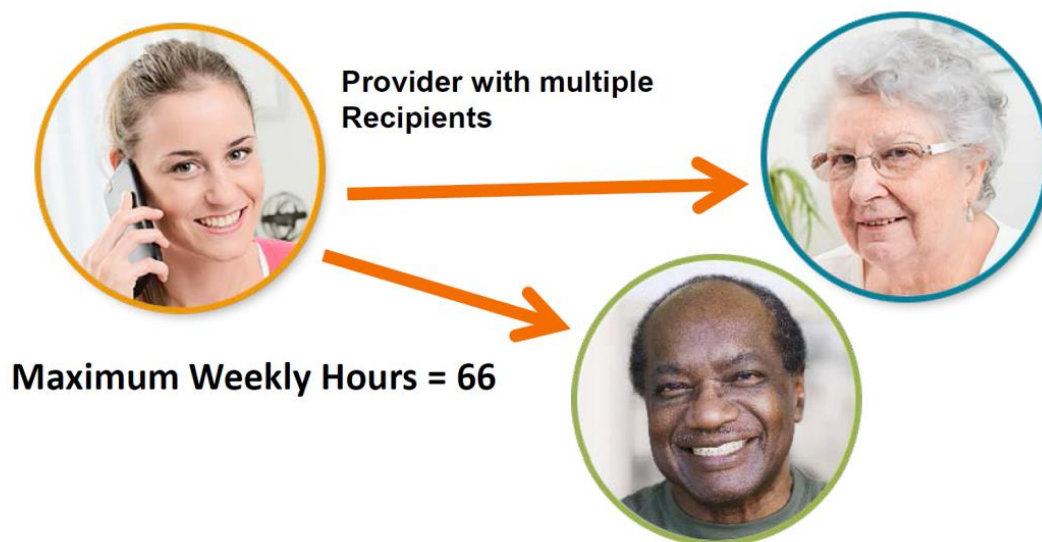


Monthly Authorized Hours ÷ 4 = Maximum Weekly Hours

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Maximum Weekly Travel Time = 7 hours

# CALCULATION OF HOURS

When determining maximum weekly hours, the state recommends dividing monthly authorized hours by 4 weeks. This will give you the number of hours you can work per week AND determine your maximum allowable overtime hours. Be sure to look at the entire month when determining your schedule with your recipient. If you work your maximum allowable hours every week, you will use up the recipients monthly hours before the end of the month.

## One Provider → One Recipient

Recipient = 200 Monthly Authorized Hours

**200 hours ÷ 4 workweeks = 50 hrs/week**

This is equal to **40 hours Regular** time + **10 hours Overtime**

10 hours Overtime x 4 weeks = 40 Overtime hours per MONTH

## One Provider → Multiple Recipients

Recipient #1 = 100 Monthly Authorized Hours

Recipient #2 = 175 Monthly Authorized Hours

**Recipient #1 = 100 ÷ 4 = 25 hrs/week**

**Recipient #2 = 175 ÷ 4 = 43.75 hrs/week = 43 hrs & 45 minutes/week**

This is equal to 68 hours & 45 minutes per week

HOWEVER, when working for more than one recipient, your max **hours/week = 66**

This is equal to **40 hours Regular** time + **26 hours Overtime**

26 hours Overtime x 4 weeks = 104 Overtime hours per MONTH

\*These recipients will need more than one provider to cover their monthly authorized hours\*

## Multiple Providers → One Recipient

Maximum weekly hours may be divided amongst providers in any manner the recipient sees fit. Total hours worked by all providers combined in a week may

NOT exceed the recipient's maximum weekly hours.

Recipient = 283 Monthly Authorized Hours

**283 hours ÷ 4 workweeks = 70.75 hrs/week = 70 hrs & 45 minutes/week**

All providers COMBINED hours may not exceed 70.75 hrs/week