

# COMPENSATORY LEAVE PROCEDURE

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*Related Board of Trustees Policy: BP 2.7*

*Approval: May 2012*

*Revision:*

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Full-time regular non-exempt employees will receive compensatory leave in lieu of overtime pay for all hours worked in excess of 40 in a work week, which begins at 12:01 a.m. on Sunday and ends at midnight on the following Saturday.

## **Covered Employees**

- Full-time regular employees identified by the Classification study as non-exempt are covered under this policy.

## **Amount Earned**

- Compensatory leave is earned at the rate of 1.5 hours for each hour worked and must have prior approval by the supervisor.
- The maximum amount of compensatory leave that may be accrued is 240 hours, which is the number of hours of compensatory leave earned for 160 hours of overtime.

## **Scheduling Compensatory Leave**

- Non-exempt employees are expected to take all compensatory leave earned before the end of the pay period following the pay period in which such leave is earned.
- An employee must submit a request for approval to his/her supervisor via e-mail prior to earning compensatory leave.
- Compensatory leave should be exhausted before using other leave such as sick , annual or petty.

## **Approval of Compensatory Leave Request**

- The employee's request will be granted within a reasonable time, provided it will not unduly disrupt the College's normal operating procedures.
- The determination of what constitutes a reasonable time within which to grant a request for compensatory leave will be based on the customary work practices of the College and the facts and circumstances surrounding the request.

- In addition, other relevant factors may also be considered:
  - Whether the employee's absence will interfere unreasonably with the College's work schedule.
  - Whether the employee's requested absence coincides with anticipated peak workloads based on past experience.
  - Whether the employee's requested absence will occur during emergency needs for staff or services.
  - Whether qualified substitute employee(s) are available to perform the employee's work during the requested absence.

### **Leave Records**

- The non-exempt employee's time sheet shall reflect both overtime worked during the pay period and compensatory leave earned and taken during the pay period.
- All compensatory leave reported on an employee's monthly time sheet shall be verified by the supervisor and submitted to the Business Office.
- The employee's record of overtime worked, overtime hourly rate, compensatory leave taken and compensatory leave available are accessible through his/her Web-Advisor monthly pay advice account.

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