

COMPENSATORY LEAVE- BP 2.7

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Revision:

COMPENSATORY LEAVE

Full-time regular non-exempt employees will receive compensatory leave in lieu of overtime pay for all hours worked over 40 in a workweek, under the terms and conditions set forth in this Policy. For purposes of this Policy, “compensatory leave” means hours during which an employee is not working, which are not counted as hours worked during the applicable workweek or other work period for purposes of overtime compensation, and for which the employee is compensated at his or her regular rate of pay. “Workweek” means a seven-day period beginning at 12:01 a.m. on Sunday and ending at midnight on the following Saturday.

Amount Earned

Compensatory leave is earned at the rate of 1.5 hours for each hour worked by a non-exempt employee in excess of 40 during a workweek. The maximum amount of compensatory leave that may be accrued by an employee is 240 hours, which is the number of hours of compensatory leave earned for 160 hours of overtime.

Payment in Lieu of Compensatory Leave

Employees subject to this Policy will not be entitled to cash payment in lieu of compensatory leave, except as may be determined in the President’s sole discretion on a case-by-case basis or under the following circumstances:

- (1) Non-exempt employees will be paid for all overtime hours worked to the extent that such hours exceed the maximum of 240 hours of compensatory leave that may be accrued under this Policy.

A non-exempt employee who has accrued unused compensatory leave at the time of his or her separation from employment with the College shall be paid for such compensatory leave at a rate not less than the average regular rate received by the employee during the three years immediately preceding the employee's separation or the regular rate received by the employee at the time of his or her separation, whichever is greater.

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