

Compensatory Time Policy

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§ 1. **Policy**

Employees that are designated as Administrative, Executive or Professional under the Overtime Compensation Policy are exempt from the provision for overtime pay. The agency head must decide how compensatory time should be granted to these employees using the following provisions.

§ 2. **Covered Employees**

Full-time and part-time (half-time or more) permanent, probationary, and timelimited employees are eligible for compensatory time.

Temporary and part-time (less than half-time) employees are not eligible for compensatory time.

§ 3. **Amount**

Compensatory time is awarded at a rate not to exceed the individual’s straight-time equivalent rate.

§ 4. **Not Cumulative**

Compensatory time is not cumulative beyond a twelve-month period.

§ 5. **Not Transferable**

Compensatory time may not be transferred to another agency.

Compensatory Time Policy (cont.)

§ 6. Separation

Compensatory time is lost when an employee is separated from State service. The employee's separation date may not be moved forward in order to pay for compensatory time.

Advisory Note: Agencies may develop their own policy within these guidelines.

§ 7. History

Date	Version
September 1, 1954	Dept. head responsible for decision to grant equivalent time off for compensatory leave – not cumulative beyond a 12-month period.
July 1, 1971	Added reference to the State's overtime compensation policy that designates certain employees as Administrative, Executive or Professional. Employees in these categories are exempt from the provisions for overtime pay.
October 1, 2007	Under the paragraph Amount, added Advisory Note to state that before generating compensatory leave, the BEACON HR/Payroll System will use hours worked in excess of the employee's established work schedule to: <ul style="list-style-type: none"> • pay back advanced leave liabilities owed to the State, • pay back adverse weather liabilities owed to the State, and • offset paid leave hours reported in the same workweek.
July 1, 2008	Title and all references changed from "compensatory leave" to "compensatory time" to standardize the terminology.
September 7, 2017	Policy revised to delete all reference to trainee appointments, per appointment types and career status.
June 4, 2020	The policy statement was reworded. The explanation of part-time covered employees wording changed from "20 hours" to "half-time").