

## COMPENSATORY LEAVE SUMMARY OF REVISIONS

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- 9-1-54 Dept. head responsible for decision to grant equivalent time off for compensatory leave – not cumulative beyond a 12-month period.
- 7-1-71 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.
- 10-1-07 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:
- 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.
- 7-1-08 Title and all references changed from “compensatory leave” to “compensatory time” to standardize the terminology.
- 9/7/17 Policy revised to delete all reference to trainee appointments, per appointment types and career status.
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