Compensatory Time

Employees who are non-exempt and required to work extra hours on a given workday may be permitted to take compensatory time off within the same pay period. Any compensatory time accrued after 40 hours will apply at a rate of 1 ½ times the amount of overtime worked during a workweek (see Work Hours and Schedules on page 32). Time off in lieu of overtime pay, taken within the same pay period, must have the advance approval of the employee’s supervisor. The supervisor must monitor the situation to make sure that the employee has been properly compensated for the amount of overtime actually performed.

Exempt employees are exempt from the overtime provisions of the Fair Labor Standards Act. Exempt positions may enjoy greater scheduling flexibility than is true for hourly-paid positions, but compensatory time for hours worked beyond 40 in a week is generally not appropriate.

Revised Date: 03/10/2006