



COMPENSATORY TIME OFF

The District pays overtime for non-exempt employees in accordance with federal wage and hour laws. All employees are classified as either exempt or non-exempt for purposes of overtime compensation. Only non-exempt employees (hourly employees) are entitled to overtime compensation.

In lieu of overtime or additional pay, a non-exempt employee may, at the employee's option, request to receive compensatory time off. Compensatory time off may be taken by mutual agreement between the direct supervisor/principal and the employee. Time worked will be granted at equal compensatory time for hours worked under forty (40) hours per week. One and one-half (1.5) hour of compensatory time will be granted for each one (1) hour of work above forty (40) hours worked per week. Time worked per week, for the purposes of calculating compensatory time does not include sick, vacation, holiday and/or personal leave time. The District's workweek is defined as Monday through Sunday.

The direct supervisor/principal and the employee must agree to overtime or compensatory time before the employee performs the work compensable as additional or overtime. If compensatory time is accrued at a rate equal to one (1.0) hour of work time, it must be taken within the pay period when it is earned. These approved extra hours would be recorded and submitted through True Time. If an employee accrues compensatory time at a rate equal to one and one-half (1.5) hours per one hour worked, then it will be stored in True Time and utilized throughout the school year upon the supervisor's/administrator's approval.

An employee may accumulate up to twenty-four (24) hours of compensatory time off at any given time. The District, in its sole discretion, may pay cash in lieu of accrued compensatory time off at any time. Any unused compensatory time off will be paid out on the last paycheck of the fiscal year (June) in which the time was earned.

The District may, at its discretion, deny a request to use compensatory time off if the employee's absence on the day(s) requested would cause an undue disruption to the District's operations (e.g., another employee of the department has already requested leave on that day; the District has a special event scheduled such as an open house or parent-teacher conferences; the District is unable to find a substitute employee and be left short-staffed, etc.)

If the District denies a request to use compensatory time off, it may either substitute the leave with cash compensation or notify the employee of a suitable time in which the employee may use earned compensatory time within a reasonable period of time of the original request (e.g., within two weeks of the request).

Reference: *Board Policy 3700* Fair Labor Standards Act (FLSA)

Code of Federal Regulations §553.23
 Fair Labor Standards Act

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