Compensatory Time (Comp Time) – FAQ

Understanding Comp Time

1. What is compensatory time?

Compensatory time is paid time off earned when an employee works **hours outside their normal work schedule**. These extra hours only become **overtime compensatory time** if the employee's **total hours worked exceed 40 in the workweek**. If total hours do not exceed 40, additional hours may still be approved as compensatory time at straight time.

2. Who is eligible to earn or use compensatory time?

All ESP and Professional Non-exempt employees, at the approval of the supervisor, director, or administrator, except **Bus Operators and Bus Assistants**, who must receive overtime pay instead of comp time.

Earning Comp Time

3. How is compensatory time earned?

- When total hours exceed 40 in a workweek: **1.5 hours of comp time per overtime hour worked**
- For approved extra hours that do not exceed 40 total hours: **1 hour of comp time per hour worked**

4. Do I need approval to earn comp time?

Yes. Except in emergencies, employees must receive **specific prior approval** from a supervisor, director, or administrator.

5. How much comp time can I accrue?

Employees may accrue up to **240 hours** of unused comp time. After reaching this limit, additional overtime must be paid as overtime compensation.

Using Comp Time

6. How do I request to use my comp time?

Employees may request comp time off, and it must be approved within a reasonable period unless granting the request would **unduly disrupt operations**.

7. Can my supervisor require me to use my comp time?

Yes. If the employee and administrator cannot agree on when comp time will be used, the administrator may require its use with **10 working days' notice**.

8. Can I be required to use comp time at the end of the fiscal year?

No. Employees will not be required to use comp time if doing so would cause them to lose annual leave beyond the maximum allowable amount.

Tracking and Managing Comp Time

9. How is comp time tracked?

Comp time is tracked **exclusively in Kronos**, which is the official system of record. Administrators must ensure all earned and used comp time is accurately maintained in Kronos. Any secondary or informal tracking method must be transferred into Kronos.

10. How does Kronos handle comp time entries?

Only **one "move to comp" entry** is needed (best to be placed on a Friday) for the week. Kronos will calculate the appropriate comp time for the week based on that single entry.

11. Will I receive written comp time policies each year?

Yes. Each worksite or department must provide written comp time policies at the beginning of each work year.

Payout and Carryover

12. What happens to my comp time if I leave or retire?

Unused comp time is paid out at the employee's **current straight-time hourly rate** upon termination or retirement.

13. Does comp time carry over to the next fiscal year?

Yes. Comp time balances **carry forward** into the next fiscal year