

# Compensatory Time

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Compensatory time is granted to employees who are classified as exempt from regular overtime. (Non-exempt staff earn overtime. See Overtime.)

Compensatory time is accrued by exempt employees who work more than their regularly scheduled forty (40) hours during a work week (Saturday through Friday). Compensatory time may not be accrued during a work week in which an employee has used Vacation or Sick Leave.

Compensatory time may be accrued in quarter hour increments.

An employee may have no more than forty (40) hours of accrued compensatory time.

Employees must give a minimum notification of four (4) weeks for resignations or retirements in order to be compensated for any unused compensatory time. Note that after an employee provides notice of intent to separate from service, any unauthorized absence not substantiated by a medical excuse will result in the loss of all accrued leave.

The Library is not required to provide compensatory time by the state or federal government. Compensatory time is provided as a benefit and a privilege. Abuse of compensatory time can lead to loss of some or all accrued compensatory time, loss of the ability to continue accruing compensatory time, loss of employment, or other disciplinary measures.