

## **Exempt Employees Compensatory Time**

Assistant Directors, Chief Fiscal Officer, Deputy Director and ADVA Director are authorized to award compensatory time on a discretionary basis in cases where exempt employees continuously work significant hours above 40 hours per week. In no case will compensatory time be awarded on an hour for hour basis.

No employee may accumulate time off in excess of forty (40) hours. Division heads are authorized and encouraged to approve use of awarded compensatory time off within the same work week as it is awarded, whenever possible without disrupting office operations. Further, awarded compensatory time off must be used by the last workday of the month following the month it was awarded or the time is forfeited. "Authorization to Earn Compensatory Time" form must be completed in all cases. Employees must complete a "Request for Leave" form in order to use compensatory time off just as they would for any other accrued leave. The number of hours will be shown in the space provided for "Other".

Supervisors are required to maintain records for the compensatory time off, showing dates and hours of awarded and used time off for each employee.

Under no circumstances is an exempt employee entitled to compensation for unused compensatory time. Whenever an exempt employee is separated from the agency by reason of resignation, lay-off, termination of appointment, budget reductions, dismissal, or transfer between agencies, all unused compensatory time is lost.