

## COMPENSATORY LEAVE

Compensatory Leave is leave accrued and used by classified employees on job appointments, probational appointments, and permanent appointments for work and duties performed in excess of the normal 40-hour work week or for working on a holiday.

In accordance with Civil Service Rules and the requirements of Federal rules, statutes, regulations and judicial decisions, an employee who is required to perform overtime duty may, at the option of the appointing authority be credited with compensatory leave for the hours he/she has been required to work.

Compensatory leave shall not be credited to any employee in the classified service while serving on an intermittent basis.

Compensatory leave credited to an employee may be used by him/her with the approval of the employee's supervisor. The minimum charge for compensatory leave shall be one-quarter hour. An employee who has been credited with compensatory leave may be required by the appointing authority to take all or part of such leave at any time.

In accordance with Civil Service Rule 6.25 the following applies to:

### **Caps on Accumulation of Compensatory Leave**

Time and one-half	240 hours maximum accumulation. After maximum accumulation, any additional overtime work in excess of forty hours per week must be paid at the time and one-half rate.
Hour for hour	Unlimited accumulation during year. Maximum of 360 hours carried forward from one calendar year to the next.  If more than 360 hours accrued as of December 31, and earned at GS-12 or MS-56 or below, then excess over 360 must be paid by March 1.  If an exception to carry over more than 360 hours has been granted by the Civil Service Commission, any leave over that approved maximum number of hours must be paid by March 1.

In accordance with Civil Service Rule 11.29 the following applies to:

### **Compensatory leave balances upon separation or transfer**

Time and one-half	Employee paid for all accumulated hours.
-------------------	--

Hour for hour

If earned at GS-12 or MS-56 and below shall be paid according to the following payment schedule within 60 days of separation or transfer. Additional unused leave may be paid or canceled.

360 hours after January 1, 2003

450 hours after January 1, 2004

All hours after January 1, 2005

If earned at GS-13 or MS-57 and above may be paid. If not paid, it shall be canceled.