



2.40 Compensatory time

Policy

Regular benefit eligible employees are entitled to receive compensatory time for additional work completed during the legislative session and special session. In addition, compensatory time can be accrued during the interim if authorized in advance by the employee's supervisor and the Director of Human Resources. Regular benefit-eligible employees who exceed ~~85~~ 80 hours of work per pay period are eligible for compensatory time. After ~~85~~ 80 hours have been worked in a regular pay period, one hour of compensatory time will be given for each hour worked.

The maximum amount of compensatory time which can be accrued is 220 hours and must be used before the start of the regular session in the year after the year in which it was accrued.

Compensatory time has no cash value. Hours of work must be reported by the employee and approved by the employee's manager before the compensatory time can be used.