COMPENSATION TIME

Compensation time for staff is **only allowed when staff is specifically asked and pre-approved to work overtime by their immediate supervisor**. It is **not** for the time that the employee decides to work overtime on his/her own. Five to ten minutes of overtime occasionally is expected and compensation time is only allowed for overtime work that requires working time above and beyond one-quarter hour.

Compensation time for hours worked **less than** or equal to 8 hours in any one day or less than or equal to 40 hours in any work week will be allowed at the rate of **1 times** the length of **supervisor-requested and pre-approved** hours worked.

Compensation time for hours worked **in excess** of 8 hours in one day or 40 hours in one work week will be allowed at the rate of **1½ times** the length of **supervisor-requested and pre-approved** hours worked.

Compensation time is not for overtime worked at your own volition, but is only allowed if overtime work has been specifically requested and pre-approved by each person's immediate supervisor(s). Additionally, "comp time" is not allowed for time that is worked at home unless this time and the amount of this time have been fully requested and **pre**-approved by the immediate supervisor(s).

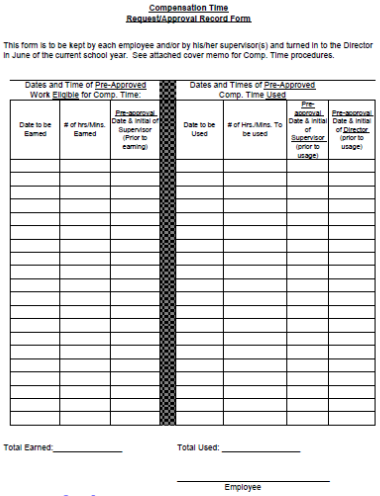
Approval to use accumulated, earned compensation time requires the approval of **all immediate supervisors and the director**. Accumulated, earned compensation time may be converted to time off **only** when pre-approved by the **immediate supervisor(s) and the director.**

The form **(available on the L.E.A.S.E. website)** serves as the written pre-approval record form for earning "comp time" **and also** for all using "comp time". **When your immediate supervisor/s and the director approve a comp time utilization request, it is important that the form also be shared with the L.E.A.S.E. bookkeeper as the responsible person for tracking staff absences.** This will also ensure that you are not charged for a sick day, vacation or personal day when you are on a "comp day".

Annual records of approved "comp time" (used and unused) are to be kept on an ongoing basis by the employee and his/her immediate supervisor(s) by using the "comp time" form. This form is to be returned to the director at the end of each school year in June.

"Comp time" that is allowed for any staff may not carry over from one school year to the next. **Therefore, all "comp time" earned in any one school year must be used within the same school year.**

Please see the director if you have any further questions.



Compensation Time
Request/Approval Record Form

This form is to be kept by each employee and/or by his/her supervisor(s) and turned in to the Director in June of the current school year. See attached cover memo for Comp. Time procedures.

Dates and Times of Pre-Approved Work Eligible for Comp. Time:			Dates and Times of Pre-Approved Comp. Time Used			
Date to be Earned	# of hrs/Mins. Earned	Pre-approval Date & Initial of Supervisor (Prior to earning)	Date to be Used	# of Hrs./Mins. To be used	Pre-approval Date & Initial of Supervisor (prior to usage)	Pre-approval Date & Initial of Director (prior to usage)

Total Earned:_____ Total Used: _____

_____
Employee

Revised 7/21/2010

Please see Administrative Procedure – Minimum Allowable Paid Leave 5:250 AP2