



Compensatory Leave

Board Approval: *R. M. Kelly, Chairman*

Date: 4/26/16

Accrual (Banking) of Compensatory Leave

Full-time non-exempt employees may elect to bank compensatory leave hours in lieu of overtime compensation, provided the employee has a signed compensatory leave agreement on-file with the agency.

An employee may request that overtime hours worked be banked as compensatory leave. The request must be made through EMSeSchedule prior to 0800 hours on the Monday following the end of the pay period. Only hours actually worked and above the overtime threshold will be eligible to bank as Compensatory Leave. Hours banked are credited to the employee's Compensatory Leave balance at one and one-half times the number of actual hours (i.e., banking 8 eligible hours increases the employee's Compensatory Leave balance by 12 hours.)

Compensatory Leave Balances

The maximum total of all types of leave, excluding Medical Leave, that an employee may carry at any time is 208 hours. If at any time an employee's total leave balance for all types of leave, excluding Medical Leave, exceeds 208 hours, a sufficient amount of Compensatory Leave will be paid out to the employee at his/her regular hourly rate on the next paycheck to bring the employee's total leave balance, excluding Medical Leave, to 208 hours. If, once all Compensatory Leave has been paid out, the balance of Personal Leave exceeds 208 hours, the amount in excess of 208 hours will be transferred to the employee's Medical Leave balance.

Upon separation from employment with JCESA, the employee will be paid at his/her regular hourly rate for any balance of compensatory leave hours remaining in the employee's account.

Use of Compensatory Leave

An employee request for use of accrued compensatory time will be submitted through EMSeSchedule a minimum of three (3) days in advance. The Agency must allow for the use of compensatory time off within a reasonable request, unless the employee's absence would disrupt normal JCESA operations.