

POLICIES OF THE  
BOARD OF TRUSTEES

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- (1) Compensatory leave is an authorized leave of absence with pay to compensate an employee for overtime worked for which no pay was received for such work.
- (2) Supervisors shall limit hours worked by employees classified as full-time non-exempt to the established 40-hour work week.
- (3) In cases where excessive hours of work are necessary because of seasonal activities or emergencies, Fair Labor Standards Act requires one and one-half hours of compensatory leave be granted for each hour of overtime earned.
- (4) Each supervisor is responsible for approving overtime work prior to it being earned.
- (5) Compensatory leave must be taken by the end of the next calendar month from the date earned.
- (6) To be awarded compensatory leave, an employee must complete a *Record of Overtime Hours Worked* form (RCCC 632), indicate hours earned or used, and submit it to his/her immediate supervisor for approval.
- (7) The President shall establish procedures to implement and administer this policy.

**General Authority:**  
**Revised:**  
**Editorial Changes:**