

## **P4-08-012 Compensatory Time**

### **Compensatory time is not permitted for any employees.**

~~Only nonexempt employees are eligible for compensatory time. Nonexempt employees may be awarded compensatory leave when required to work more than forty hours within one standard work week (Saturday through Friday) provided the leave is approved in advance by the appropriate division head or director. Compensatory leave must be taken within the pay period in which it is earned and is not cumulative. Compensatory time is awarded on a time and one half basis for each hour worked. For example, if an employee works on a Saturday and those hours would make him exceed forty hours in that work week (Saturday through Friday), the employee must be paid overtime unless he has agreed to take compensatory leave within the pay period.~~

Refer to Policy [4-09-016](#), "Overtime Pay."