



Office of Human Resources

Policy Memorandum 10

Date: Sept. 18, 2012

Compensatory Leave

In order to ensure the fair and equitable earning of compensatory time, the following conditions shall apply to unclassified employees:

- Compensatory leave shall only be earned by employees who have actually worked over 40 hours a week, or 80 hours a pay period.
- Time worked is defined as actual work hours or college holiday hours.
- Leave taken for **any** purpose, ***other than Special Act of God Leave***, shall **not** be considered as time worked for the purpose of earning compensatory leave. For the different kinds of leave allowable under LCTCS and Nunez Community College policy, please see the LCTCS policy #6.003 and Nunez leave policy in the Employee Handbook. Both documents are available on the respective websites.
- Special Act of God Leave only shall be considered as time worked for the earning of compensatory leave time.
- Supervisors are expected to encourage the use of flex time when the comp time earned is 2 hours or fewer. In any event, the earning of comp time must follow these procedures:
 - Employee must attach a comp leave application to the paper timesheet for the pay period in which the hours over 80 were earned.
 - Supervisors must approve the application in advance of the accrual of the leave.
 - The comp leave earned form showing tasks completed during the hours over 80 must be attached to the paper timesheet.
 - The comp leave earned form must be signed by both employee and supervisor attesting that the listed tasks were performed beyond the 80 hour pay period and were necessary for the functional unit of the college.

This policy does not apply to classified employees. Compensatory time for classified employees is governed by the Department of Civil Service rules and regulations.