

## Policy 5.16

### Compensatory Leave Policy

Certain non-exempt employees are eligible to receive compensatory leave. Employees who work beyond a forty-hour week are entitled to one and one-half hours off for each hour worked over forty (40) hours in any given week. The hours worked above forty (40) must be pre-approved by an employee's immediate supervisor prior to working those hours. Compensatory Leave must be exhausted prior to using any other type of paid leave and it may not be transferred to any other type of leave.

Non-exempt employees will be required to complete a monthly timesheet, record their time daily, total each week, have supervisor sign on the last day of the month, and forward to the business office. The employee and the supervisor, upon mutual agreement, will schedule the taking of compensatory time at the convenience of the institution. Nonexempt employees include clerical, technical, and maintenance/custodial staff.

### References

**Legal References:** *1C SBCCC 200.94*

**SACSCOC References:** *Enter SACSCOC references here*

**Cross References:**

- [Time Sheet Procedure](#)
- [Leave Policy](#)
- [Absence Report Procedure](#)
- [Annual Leave Procedure](#)
- [Bonus Leave Policy](#)
- [Civil Leave Policy](#)
- [Community Service Child Involvement Leave Policy](#)
- [Compensatory Leave Policy](#)
- [Educational Leave with Pay Policy](#)
- [Family Medical Leave Policy](#)
- [Leave Without Pay Policy](#)
- [Maternity Leave Policy](#)
- [Military Leave Policy](#)
- [Personal Leave Policy](#)
- [Sick Leave Policy](#)
- [Voluntary Shared Leave Program Policy](#)

**History**

**Senior Staff Review/Approval Dates:** 11/6/2013

**Board of Trustees Review/Approval Dates:** 8/4/15

**Implementation Dates:** *Enter date(s) here*