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Compensatory Time Bank Balances

Effective with the implementation of GUS HR on December 18, 2016, compensatory time earned by an employee each pay period will be added to his or her compensatory time bank balance.

Starting in May, 2018, compensatory time bank balances must be at or below the appropriate maximum number of compensatory time bank hours at the end of the pay period that is paid on the 2nd paycheck in May of each year.

The maximum number of hours of compensatory time that can be banked will depend on whether the employee is **hourly (non-exempt)** or **salaried (exempt)**.

- **Hourly (non-exempt) employees** can earn compensatory time: 1) for hours worked over 40 per week; 2) for hours worked on a holiday; and 3) for hours worked during inclement weather events, if the employee is essential. The maximum number of compensatory time hours that can be in an hourly (non-exempt) employee's bank at the end of the pay period that is paid on the 2nd paycheck in May is **240 hours. Hours above the 240 hour maximum will be paid to the hourly (non-exempt) employee on the next paycheck.**
- **Salaried (exempt) employees** can earn compensatory time: 1) for hours worked on a holiday; and 2) for hours worked during inclement weather events, if the employee is essential. The maximum number of compensatory time hours that can be in a salaried (exempt) employee's bank at the end of the pay period that is paid on the 2nd paycheck in May is **40 hours. Hours above the 40 hour maximum will be forfeited by the salaried (exempt) employee at the end of this pay period.**

Example: The 2nd paycheck in May, 2018 is paid on May 18, 2018. The pay period for this pay date begins April 22, 2018 and ends May 5, 2018.

- If an hourly (non-exempt) employee's compensatory time bank balance is over 240 hours at the end of this pay period, hours over 240 will be paid to the employee on the June 1, 2018 paycheck.
- If a salaried (exempt) employee's compensatory time bank balance is over 40 hours at the end of this pay period, hours over 40 will be forfeited.

Compensatory time earned and banked can be taken at a later date. Requests for use compensatory time should be made following departmental procedures for requesting time away from work.

NOTE: *Employees and supervisors who are over the 240 or 40 hour maximum need to develop a plan to use the excess compensatory time hours so that they will be in compliance with the maximums by May 2018.*

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