

MEDICAL COLLEGE OF OHIO

Subject: COMPENSATORY TIME ACCRUAL AND USE

Policy No.: 05-056

Compensatory Time Accrual

All hourly employees may accrue compensatory time in two separate pay situations. In each situation, employees accrue compensatory time at the rate of one and one-half (1 1/2) hours for each hour worked. Compensatory time cannot be earned during a work week in which compensatory time is paid for any period for which the employee did not work.

Overtime: Eligible employees in an active pay status more than forty (40) hours per week may choose to receive compensatory time instead of receiving overtime pay.

Holiday Pay: Eligible employees who work on a day observed as a holiday may choose to receive holiday compensatory time.

Maximum accrual of compensatory time may not exceed 80 hours.

Excluded from this policy are those positions categorized as professional, administrative and executive and which have been deemed overtime-exempt by Human Resources.

Compensatory Time Use

Employees may use accrued compensatory time at a time that is mutually agreeable to both the employee and the employee's immediate supervisor. Accordingly, the use of compensatory time requires advance approval by an individual's supervisor. A supervisor has the responsibility and authority to approve or disapprove an employee's request to use accrued compensatory time based on his/her judgment of departmental necessity.

A supervisor may approve an employee's request to use accrued compensatory time when: (1) an employee's request is made reasonably in advance, allowing the affected supervisor to plan and schedule as necessary; (2) accrued sick leave is exhausted and an employee would like to use compensatory time; or (3) an employee, due to various circumstances does not work the budgeted hours and requests to use compensatory time to total budgeted hours for that pay period. Normally, it is advantageous to allow an employee to utilize accrued time. However, supervisors are not required to approve an employee's request.

Prior to an unpaid leave of absence, or any period of time that an employee does not work and is not compensated for the total budgeted hours in a pay period, department management has the authority to use available compensatory time and vacation to total the individual's budgeted hours until such accrued time is exhausted. Vacation hours should not be used to total budgeted hours for a pay period until all outstanding compensatory time has been used. Department managers may make exceptions as follows:

- (1) An employee requests and the supervisor approves a leave without pay for four (4) hours or less.
- (2) An employee is asked and mutually agrees to take time off due to decreased census or lack of need.
- (3) An employee is habitually late resulting in a docking of the individual's pay.

Compensatory time may not be used during any scheduled work period that results in earning overtime, holiday pay or additional compensatory time.

Source: Vice President for Operations

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