

# Compensatory Time Policy

**It is the policy of the Library to grant compensatory time to full-time employees, which may not be covered by the short-term leave of absence policy, in accordance with the Probationary Period Policy and the guidelines set forth below.**

The established benefit year is the calendar year January 1 through December 31. Comp time must be taken within the calendar year and shall not carry over.

- Full-time employees who work 70 hours per pay period( Compensatory time will be granted at time and one half for all time worked in excess of 70 hours per pay period)
- Full-time employees who work 60 hours per pay period (Compensatory time will be granted at time and one half for all time worked in excess of 60 hours per pay period)
- Full-time employees who are “grandfathered” under prior policy and work 50 hours per pay period ( Compensatory time will be granted at time and one half for all time worked in excess of 50 hours per pay period)
- Part-time employees and Sub employees shall not be entitled to compensatory time.
- Time can be earned only in emergency coverage or last day of payroll. Employees must make every effort to adjust schedules within the pay period to not earn compensatory time.

Employees should notify the Director as soon as practical of their intention to use compensatory paid time off.

No unused compensatory time will be paid upon involuntary termination. Unused compensatory time will be paid upon voluntary termination provided that the employee gives the required amount of notice to the director, in writing, as set forth below:

Full-time staff: 4 weeks’ notice

Adopted by the Board of Trustees: February 2015

Amended: June 2015