

Administrative Regulation for Policy-Compensatory Time-Exempt Employees: AR 7519.01

Compensatory time may be accumulated between January and December of each year up to a maximum of 160 hours. If an employee has used 160 hours in a given January-December year, no additional time will be accumulated until January of the following year.

Each covered employee will clock in and out at the beginning of the workday and during the lunch break. A minimum 30-minute lunch break will be required each day.

Workshops/conferences will require a signed correction request if an employee is unable to clock in and out. Travel time cannot exceed the amount of time indicated by the applicable Google Maps documentation verifying mileage from ECS to the workshop/conference destination. Working lunches at workshops/conferences do not require a clock in and out record.

At the end of each month (or other pay period), a timesheet will be printed for each employee indicating weekly hours recorded. The timesheet will be signed by the employee's immediate supervisor and returned to the payroll department. Compensatory time will be entered into the payroll system based on the timesheet and can be viewed on timekeeper with the employee's other leave time.

Effective: October 20, 2016

Revised: January 1, 2017, June 28, 2021