

Compensatory Time

On rare occasion employees who are non-exempt and required to work extra hours on a given workday may be permitted to flex their schedule by reducing their hours on another day/days within the same pay period. As with any time worked beyond one's normal schedule, advance approval by the supervisor must be obtained.

Any time worked beyond one's schedule must still take into consideration overtime eligibility. If the additional time worked would have been eligible for the 1.5 overtime rate, the amount of time not worked later in the pay period must take that same value into consideration (e.g., 1 hour of overtime would equate to 1.5 hours of compensatory time).

This policy does not pertain to exempt employees.

Please see the [Overtime Policy](#) for more information.