

CHAPTER 6.00 - PERSONNEL

6.914

COMPENSATORY TIME

POLICY:

Compensatory time may be awarded to administrators who are exempt from the overtime pay requirements as described in the Fair Labor Standards Act.

- (1) Compensatory time can only be approved at the Superintendent, ~~or~~ Associate Superintendent or Chief Officer level.
- (2) Compensatory time when approved must be used by the employee within a reasonable period after it is awarded not to exceed twelve (12) calendar months.
- (3) Compensatory time shall not be cumulative from one fiscal year into the next except that time approved within twelve (12) calendar months of the end of a fiscal year may be moved to the new fiscal year and used within the aforementioned time period.
- (4) Time used by employees to travel to and from, or to attend conferences and workshop meetings, or regular and special School Board meetings, shall not be included for compensatory time consideration unless the employee has been required to do so by the Superintendent, ~~or~~ Associate Superintendent or Chief Officer. This should be done prior to the fact, if possible, or as soon after the fact as is practical, and in no case later than forty-eight (48) hours.
- (5) A record of all approved compensatory time awards shall be filed within the Payroll Office of the Superintendent.
- (6) Compensatory time must be requested by the administrator and approved in advance of any time worked or any leave taken in this status.
- (7) When an administrator separates from employment with the School Board, all accrued compensatory time shall be forfeited. In no event shall an administrator be paid for accrued compensatory time, be permitted to use accrued compensatory time to leave employment prior to a predetermined separation date, or be allowed to use accrued compensatory time to extend a separation date.

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STATUTORY AUTHORITY:

1001.41(2); 1001.42;
1012.22; 1012.23, F.S.

LAWS IMPLEMENTED:

1001.43, F.S.

HISTORY:

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NOTES:

Please Refer To: Human Resources Procedures Manual