

123:1-43-02

Compensatory time.

- (A) An employee may use compensatory time earned in accordance with rule 123:1-43-01 of the Administrative Code at a time mutually convenient to the employee and his or her administrative superior within one hundred eighty days after earning such compensatory time.
- (B) Compensatory time is not available for use until it appears on the employee's earnings statement and the compensation described in the earnings statement is available to the employee.
- (C) An employee, not designated as overtime-exempt, shall be paid for compensatory time earned in accordance with rule 123:1-43-01 of the Administrative Code which has not been used within one hundred eighty days or upon separation.
- (D) When payment is to be made for compensatory time not used, it shall be converted back to overtime hours by applying a factor of two-thirds and making payment at the overtime rate which was effective for the employee at the time the compensatory time was earned.
- (E) All compensatory time must be used before an employee is granted a leave of absence without pay, except as otherwise permitted under state or federal law.

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CERTIFIED ELECTRONICALLY

Certification

03/24/2009

Date

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