

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 the appointing authority within the usage period set forth in section 124.18 of the Revised Code.
- (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 the usage period set forth in section 124.18 of the Revised Code 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 is effective for the employee at the time the compensatory time is paid.
- (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.

R.C. 119.032 review dates: 05/15/2013 and 05/15/2018

CERTIFIED ELECTRONICALLY

Certification

05/15/2013

Date

Promulgated Under: 119.03
Statutory Authority: 124.09
Rule Amplifies: 124.18
Prior Effective Dates: 8/24/81, 2/4/96, 7/1/97, 7/1/06, 7/1/09 (Emer.),
9/27/09, 4/7/13