

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.

~~(B)~~(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.

~~(C)~~(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.

~~(D)~~(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.

Effective:

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Certification

Date

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