

OVERTIME EXEMPT (FLSA) COMPENSATORY TIME

SOURCE: FAIR LABOR STANDARDS ACT; OHIO REVISED CODE 124.18; OHIO ADMINISTRATIVE CODE 123:1- 43; DAS DIRECTIVE HR-D-08

CONTACT: OFFICE OF EMPLOYEE SERVICES

Overtime Exempt (FLSA) Compensatory Time Policy:

This policy applies to overtime exempt employees who are exempt from collective bargaining and from overtime pay under the Federal Fair Labor Standards Act (FLSA).

An overtime exempt employee required to be in active pay status for more than 80 hours in a pay period may accrue compensatory time.

The following conditions apply:

- May be granted one-for-one for required work hours in excess of normally scheduled hours.
- May be accrued in one tenth of one hour increments.
- Is recorded on time cards when earned.
- Must be authorized in advance and used at a time mutually agreed upon between supervisors and employees (documented on a leave form signed by the employee and the employee's supervisor prior to leave being taken).
- May be used in increments of six minutes (per Ohio EPA Time Accounting System).
- Is limited to 120 hours and must be used within 365 days after accrual. Unused compensatory time will be forfeited.
- May not be compensated for with money. Employees may not convert compensatory time to any other form of leave.
- May not be earned during meal periods, or for work completed at home or when not at assigned work locations.

- May not be transferred to other state agencies, and it is forfeited upon separation or transfer.
- May not be used to extend an employee's date of resignation retirement.

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