Henderson State University
Compensatory Time Notice

If the Fair Labor Standards Act Status of your position is listed on your Fair Labor Standards Act Status Notification as exempt, you are not eligible to earn compensatory time for time worked over forty (40) hours in your regularly scheduled work week. Your timecard has space designated to record only the hours you are Absent for Duty (AFD).

If the Fair Labor Standards Act Status of your position is listed on your Fair Labor Standards Act Status Notification as non-exempt, you are eligible to earn compensatory time, instead of overtime, for time worked over forty (40) hours in your regularly scheduled work week. Your timecard has space to record when you are Present for Duty (PFD) and Absent for Duty (AFD).

- Except for Public Safety Officers, whose positions receive overtime, all employees performing qualifying non-exempt work within a work week will accrue compensatory time at the rate of one and one-half times the number of hours worked in excess of 40 hours worked. Hours taken as leave (sick, annual or any other leave time) do not count toward the 40 hours worked.
- **Record actual hours worked on your timecard**, payroll will calculate the accrual if you are eligible for compensatory time.
- Working any extra hours must be pre-approved by your supervisor and be based on the needs of the department.
- **Obtain your supervisor’s pre-approval on the “Authorization to Earn Compensatory Time” form and attach the completed form(s) to your timecard for the matching pay period.**
- Compensatory time may not be earned in less than fifteen minute increments.
- Compensatory time may not be used before it is earned. Preferably, compensatory time will be used as soon as possible within the 30 days after it is earned. The best time to allow an employee to use their compensatory time is determined by the supervisor based on the work demands of the department. Preferably, compensatory time will voluntarily be used before sick time.
- Compensatory time will automatically be deducted by payroll prior to use of accrued annual time.
- An employee in a non-exempt position, whose normal work period is a 40 hour work week, cannot accrue more than 240 hours compensatory time during the fiscal year. Temporary extra help employees may not accrue compensatory time.
- If a supervisor authorizes an employee to work extra hours beyond the accrued 240 hour limit, the department budget will be charged for the cash compensation which must be paid to the employee at the rate of time and one-half for any hours in excess of the 240 hour limit.
- When an employee uses earned compensatory time, payment shall be at the employee’s regular hourly rate at the time the leave is used.

When a position changes from non-exempt to exempt, or an employee is promoted from a non-exempt to exempt position or upon termination from employment, the employee will receive payment for their unused accrued compensatory hours up to the maximum of 240 hours.

*Trim authorization below to the size of your timecard before attaching to the matching timecard:*

**AUTHORIZATION TO EARN COMPENSATORY TIME**

A separate authorization must be approved for each pay period and attached to the timecard.

I, ____________________________________________ , was directed by my supervisor to earn compensatory time within the pay period beginning ____/____/____ and ending ____/____/____ in the amount of _____ hours. *(If actual time worked is different than originally authorized, please note below.)*

This is necessary because____________________________________________________________
_________________________________________________________________________________

Signature of Employee______________________________________________________________
Date ____/____/____

Approval signature of Supervisor____________________________________________________
Date ____/____/____

*Actual time worked if different than authorized: ________ hours. Employee Initials_____ Supervisor Initials_____