



HUMAN RESOURCES

Georgia Building Authority / State Properties Commission / Georgia State Financing & Investment Commission

HR-20: State Compensatory Time Policy (effective: 03/2017)

Introduction

State Compensatory Time may be granted to FLSA non-exempt employees and exempt employees under circumstances described in this policy.

Eligibility

1. State Compensatory Time is time off from work earned by non-exempt employees who are in pay status for more than forty (40) hours during a seven (7) -day FLSA work period, but have **NOT PHYSICALLY WORKED** more than forty (40) hours during the work period. When non-exempt employees actually work more than forty (40) hours during an FLSA work period, the provisions of the Fair Labor Standards Act apply. NOTE: State compensatory time does not apply when employees are required to work on a holiday.
2. Additionally, State Compensatory Time is time off from work earned by an exempt employee who is in pay status for more than (40) hours during a seven (7) day work period and has actually worked more than forty (40) hours during the work period.
3. The Deputy Executive Director is not eligible for Compensatory Time.

Managing Time

Both the manager and employee, exempt and non-exempt, are responsible for monitoring the time that the employee is in pay status. An employee must receive approval from their manager prior to accruing State Compensatory Time. If it appears that an employee will exceed forty (40) hours in pay status during the FLSA work period, management has the following options available in managing State Compensatory Time:

1. The employee's schedule may be adjusted by the manager by scheduling off time for the employee prior to the end of the FLSA work period to avoid the accrual of State Compensatory Time.
2. If accrued leave was used during the work period, the amount of leave charged may be adjusted by the manager if the adjustment is made prior to the end of the FLSA work period and if the adjustment will not result in the employee forfeiting accrued leave or losing personal leave. The employee must be advised of any adjustments.
3. Allow the employee to accrue State Compensatory Time. HR- 20 State Compensatory Time Policy.

Accruing Time

1. With prior approval from the employee's manager, employees are eligible to earn State Compensatory Time only for special projects. State Compensatory Time can only be earned in increments of 1 hour. Special projects for which the earning of State Compensatory Time will be considered are:
2. FLSA non-exempt and exempt employees accrue State Compensatory Time on a "straight time" basis equivalent to the actual amount of time worked in excess of forty (40) hours.
3. Employees cannot accumulate more than two hundred and forty (240) hours of State Compensatory Time.
4. State Compensatory Time that is earned up to and including December 15th, but not used prior to midnight December 31st of each year is lost and employee are not entitled to be paid for the lost time. State Compensatory Time that is earned between December 16th and December 31st of each year will be rolled into the upcoming year.



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5. State Compensatory time is earned on a “straight time” basis and is not transferable between other state agencies.
6. State Compensatory Time is lost when employees leave the agency in which the State Compensatory Time was earned (e.g., transfer, separation, resignation, retirement, etc). Employees are not entitled to be paid for the lost time.
7. An employee must utilize all accumulated State compensatory time within one year of the date that it is earned. All State compensatory time not taken within one year of the date earned shall be lost.
8. State Compensatory Time is lost when employees leave the agency in which the State Compensatory Time was earned (e.g., transfer, separation, resignation, retirement, etc). Employees are not entitled to be paid for the lost time.