

# **City of Mulberry Compensatory**

## **Time Off Policy**

### **Description**

Compensatory time off is:

Time off with pay in lieu of overtime pay for irregular or occasional overtime work, **or**

When permitted under agency flexible work schedule programs, time off with pay in lieu of overtime pay for regularly scheduled or irregular or occasional overtime work.

### **Employee Coverage**

Compensatory time off may be approved in lieu of overtime pay for irregular or occasional overtime work for FLSA exempt employees who are covered by the definition of "employee".

Compensatory time off must be approved by the City Manager in lieu of regularly scheduled overtime work prior to taking the compensatory time.

### **Mandatory**

Agencies may require that an FLSA exempt employee receive compensatory time off in lieu of overtime pay for irregular or occasional overtime work. No mandatory compensatory time off is permitted for wage employees or in lieu of FLSA overtime pay.

### **Time Limits**

#### **FLSA-exempt employees**

An FLSA-exempt employee must use accrued compensatory time off by the end of the 30<sup>th</sup> day of the following month for which the compensatory time was earned.

If your compensatory time off is not used by the end of the 30<sup>th</sup> day of the following month you will forfeit the unused compensatory time off, unless failure to use the compensatory time off is due to an exigency of the service beyond the employee's control.

### **Amount**

1 hour of compensatory time off is granted for each hour of overtime work.