

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Compensatory Time	NUMBER: 04-47
AUTHORITY: Florida Statute: 1001.64, 1001.65 Florida Administrative Code: 6A-14.0261	SEE ALSO: <ul style="list-style-type: none"> • Board Policy 06-09 and Administrative Procedure 06-09AP: Overtime • Board Policy 09-04 and Administrative Procedure 09-04AP: Travel
DATE ADOPTED: As 06-10: 12/1/97, Revised 5/15/00, 6/19/00, 1/22/01, 2/17/03, 11/22/10 (Moved to 04-47 – 5/20/13)	

Compensatory time is earned when a classified staff or contract/ grant employee works on a College holiday or when a non-exempt classified staff or non-exempt contract/grant employee works overtime hours. Supervisors must ensure that employees do not exceed 80 hours of accumulated compensatory time. Accumulated compensatory time must be used first in lieu of annual, sick, sick leave pool, or personal leave.

A. Use of Compensatory Leave

To use earned compensatory time, a Leave Request must be prepared and approved in the same manner as annual leave. Use of compensatory time shall not unduly disrupt the operations of the College.

B. Compensatory Leave if Status Changes from Non-Exempt to Exempt

When a non-exempt classified staff or contract/grant position is designated as an exempt position by the Human Resources Department and the person in that position has an established balance of compensatory leave, the compensatory balance shall be paid to the employee at their current hourly rate.