COMPENSATORY LEAVE
SUMMARY OF REVISIONS

9-1-54 Dept. head responsible for decision to grant equivalent time off for compensatory leave – not cumulative beyond a 12-month period.

7-1-71 Added reference to the State’s overtime compensation policy that designates certain employees as Administrative, Executive or Professional. Employees in these categories are exempt from the provisions for overtime pay.

10-1-07 Under the paragraph Amount, added Advisory Note to state that before generating compensatory leave, the BEACON HR/Payroll System will use hours worked in excess of the employee’s established work schedule to:
  □ pay back advanced leave liabilities owed to the State,
  □ pay back adverse weather liabilities owed to the State, and
  □ offset paid leave hours reported in the same workweek.

7-1-08 Title and all references changed from “compensatory leave” to “compensatory time” to standardize the terminology.

9/7/17 Policy revised to delete all reference to trainee appointments, per appointment types and career status.