

THE GALION CITY HEALTH DEPARTMENT  
PERSONNEL POLICY AND PROCEDURE MANUAL

COMPENSATORY TIME

SECTION 4.07  
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**A. POLICY**

1. Non-exempt, non-bargaining unit employees may elect to ~~take~~<sup>4</sup> **accrue** compensatory time ~~off~~ in lieu of receiving cash payment for overtime worked, at the rate of one and one-half (1½) hours off for each hour of overtime worked. Employees may accrue a maximum of two hundred and forty (240) hours of compensatory time (for one hundred and sixty [160] hours worked) at any one (1) time. All overtime hours worked in excess of the two hundred and forty (240) hour limit shall be paid in cash. All accrued but unused compensatory time on the books as of December 31 of each year shall be paid in cash.
2. The department head may schedule an employee to compensatory time off at the department head's discretion.
3. Compensatory time off shall be taken in minimum increments of one (1) hour.
4. ~~FLSA exempt employees may receive compensatory time at an hour for hour rate when more than forty (40) hours per week are worked.~~<sup>5</sup>

**B. PROCEDURE**

1. Employees shall elect to ~~take~~ **accrue** compensatory time ~~off~~ in lieu of receiving cash payment by proper notation on the employee's time sheet or time card approved by the Employer.
2. Employees shall request compensatory time off in writing on an Application for Leave Form (located in Section 9).

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4 Terminology correction consistent with City PPM.

5 "Compensatory time" can only be earned by FLSA non-exempt employees. The Employer may choose to allow FLSA exempt employees to do something similar but it would be at the will of the Employer and should not be referred to as "compensatory time."

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