

## COMPENSATORY TIME FOR EMPLOYEES

### A. Generally

The rationale for awarding compensatory time to employees is to maintain quality service delivery in a fiscally responsible manner.

### B. Earning Compensatory Time

Pre-approved compensatory time may be earned by employees (teachers) on an hour-for-hour basis for certain additional professional tasks. Non-exempt employees are not eligible to earn compensatory time. Such tasks must be pre-approved and may include internal coverage for classroom instruction or bus transportation of students by approved licensed drivers during the instructional day during one or more of up to three planning period(s), or coverage of designated clubs. There is no cap on compensatory time accrual within an 18 month period. Unused accruals are surrendered after 18 months. There is no lump sum cash compensation for accrued compensatory time upon transfer or separation of employment. The school does not require compensatory time but it may be earned in addition to paid personal leave (Reg. 5065-R2).

### C. Using Compensatory Time

Compensatory time may be used for personal business during planning periods.

- Administrative approval is required one day (24 hours) in advance except in the case of an emergency.
- Time used will be rounded up to the nearest 15 minute increment.

Compensatory time may *not* be used to:

- Miss any scheduled classes, meetings, professional development, or other school required activities (including pre/post service days).
- Extend an employee's separation date.

Adopted: September 18, 2014  
Amended: October 18, 2018  
Amended: October 21, 2021

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