

5.7 **Compensatory Time:**

Authorized compensatory time shall be administered within the same guidelines as overtime and be accrued at time and one-half. Upon separation from City service, the employee will be paid for any unused compensatory time at their final rate of pay. Compensatory time hours accrued and taken must be reported to their supervisor and must be recorded on their time sheet. An employee is not allowed to work overtime to gain compensatory time if the workload is not justified. The maximum amount of compensatory time that may be accrued is ~~forty (40)~~ **eighty (80) hours**. When the amount of compensatory time reaches ~~forty (40)~~ **eighty (80) hours**, all overtime worked thereafter shall be paid out. Compensatory time may be accrued in the months of January through November and must be used prior to December 1st. No compensatory time may be accrued or used in the month of December. Any unused compensatory time will be paid in December and zeroed out before January 1st of the next year. **All holiday pay will be paid as overtime and is not eligible for compensatory time off.** To support consistent coverage, employees may generally use up to **forty (40) hours** of compensatory time at one time. Requests exceeding this amount may be considered with **Department Head approval**. All compensatory time must be pre-approved by immediate supervisor prior to taking. Salaried employees shall not be eligible for compensation time.