

## Addendum to Appendix B – Compensatory Time Policy

*Effective Date 9/17/2024*

The following subsection is added to the City of Two Rivers' Compensatory Time Policy following the subsection titled "Key Features" and preceding the subsection titled "Using Accrued Compensatory Time":

### **Blackout Period**

To ensure administrative efficiency, accrual of compensatory time by otherwise eligible employees will not be permitted between December 1 and December 31 of each calendar year. Any time worked between December 1 and December 31 of each calendar year for which an employee would otherwise be eligible to accrue compensatory time will be paid to the employee as overtime at time and one-half.