

COMPENSATORY TIME FOR OVERTIME EXEMPT (FLSA) EMPLOYEES

SOURCE: FAIR LABOR STANDARDS ACT; OHIO REVISED CODE i24.18; OHIO ADMINISTRATIVE CODE 123:1-43; DAS DIRECTIVE 06-06

CONTACT: OFFICE OF EMPLOYEE SERVICES

Compensatory Time Policy:

Compensatory time for overtime exempt employees who are exempt from collective bargaining and from overtime pay under the Federal Fair Labor Standards Act (FLSA). An overtime exempt employee required to be in active pay status for more than 80 hours in a pay period may accrue compensatory time.

1. May be granted one-for-one for required work hours in excess of normally scheduled hours.
2. Must be authorized in advance.
3. Must be used at a time mutually agreed upon between supervisors and employees.
4. Is recorded on time cards when earned.
5. May be used in increments of six minutes.
6. Is accrued in one tenth of one hour increments. Compensatory time must be documented on a leave form signed by the employee and the employee's supervisor prior to leave being taken.
7. Is limited to 120 hours and must be used within 13 pay periods (approximately six months) of accrual. Unused compensatory time will be forfeited.
8. Cannot be compensated for with money. Employees may not convert compensatory time to any other form of leave.
9. Cannot be transferred to other state agencies, and it is forfeited upon separation or transfer.
10. Cannot be earned during meal periods or, or for work completed at home or when not at assigned work locations.
11. Compensatory time may not be used to extend an employee's date of resignation retirement.

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