

# Alsea School District 7J

Code: **GCKA/GDKA-AR**  
Adopted: 11/14/05  
Readopted: 7/12/10; 1/13/16  
Orig. Code(s): GDBB-AR

## **Compensatory Time**

### **Maximum Hour of Compensatory Time**

Unless authorized by the superintendent, employees should not exceed a maximum of 80 hours of accrued compensatory time. After a classified employee has accrued 80 hours of compensatory time, all additional hours of overtime worked will be compensated for in a cash payment. The superintendent will notify and provide a warning notice when a compensatory balance exceeds 60 hours.

### **Using Compensatory Time**

Accrued compensatory time should be used within a reasonable time frame (within the month it is accrued) whenever possible. The employee will fill out a leave request form and submit it to the superintendent three days prior to the leave date, for approval.

### **Compensatory Time at Termination**

Banked compensatory time should be paid at the employee's most recent rate of pay upon termination, retirement or change of status from nonexempt to exempt.