

All Merit Confidential & Supervisory employees,

Merit Supervisory and Confidential (S/C) staff can accumulate a maximum balance of 80 hours of compensatory time earned. Any hours over 80 are paid out each month automatically. In the event a department does not have an overtime budget, employees can be requested to utilize compensatory balances. Unlike the automatic payout to AFSCME employees, compensatory time balances of S/C employees are not automatically paid out in July except for balances over 80 hours.

Employees are encouraged to monitor compensatory time balances as reported on their e-Business Leave Balances and Usage Report. Any discrepancies should be reported to Kim Andersen at extension 3-6425 as soon as possible.

Compensatory time payout changes for fiscal year 2018 that result from the revision of policy 4.15 will be communicated once finalized.