

## **STAFF WAGE AND HOUR POLICIES**

### **Compensatory Time Off**

The practice of granting non-exempt staff employees compensatory time off in lieu of overtime pay is strongly discouraged. Exempt staff employees are not eligible to receive compensatory time off.

Compensatory time off is subject to rigid limitations under federal and state law. A department is prohibited from requesting that a staff employee take compensatory time off in lieu of overtime pay. Disciplinary action can not be taken against a staff employee who refuses to accept compensatory time off in lieu of overtime pay. The department must have a voluntary written request from the staff employee for each instance that compensatory time off is accrued in lieu of overtime pay, and the department must keep accurate records.

Compensatory time off must be granted at the overtime rates calculated in the Overtime Policy. The time off must be taken before the end of the biweekly payroll cycle in which it is earned; if that is not possible, overtime must be paid.

The staff employee is paid the equivalent compensation if terminated for any reason prior to taking the time off.

Questions regarding this policy should be directed to Personnel Services on the University Park campus at (213) 821-8111 or on the Health Sciences campus at (323) 442-1010.