



POLICY

SUBJECT: Compensatory Time for Exempt Employees

APPROVED BY: SALS Board of Trustees

APPROVAL DATE:

EFFECTIVE DATE:

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I. Purpose

Southern Adirondack Library System full-time employees work a 35-hour work week. It is generally expected that exempt employees can complete their work in a 35-hour work week. However, it is implicit by the nature of their positions that time beyond the normal work schedule may be required.

Exempt employees are salaried workers who are not eligible for overtime pay. They typically perform executive, administrative, or professional duties and must meet specific salary thresholds set by federal law. Nonexempt employees are eligible for overtime compensation, generally 1.5 times their regular rate of pay, for all hours worked beyond 40 in a workweek and are usually paid on an hourly basis.

Compensatory time is paid time off granted to an exempt employee who has done unusual and significant work outside of the expected work schedule. Exempt employees are strongly encouraged to use flex time scheduling within a pay period to minimize excessively long hours. However, when that is not possible, exempt employees may earn compensatory time, upon the approval of their immediate supervisor, for time they work beyond 35 hours in a work week.

Compensatory time does not apply to non-exempt employees who will use flex time scheduling within a work week, with approval from their direct supervisor.

II. Request & Approval (Pre-Approval)

A. The employee must submit a written request to work additional hours within a workweek and to accrue compensatory time for a specific task or defined period.

A.1. It is understood that compensatory time may arise unexpectedly due to emergencies or other critical, time-sensitive situations. In such cases, employees must notify their supervisor in writing of the compensatory time as soon as reasonably possible.

B. Any additional hours worked for the purpose of accruing compensatory time must receive prior written authorization from the supervisor before the work is performed.

C. The supervisor retains the discretion to approve or deny any request for compensatory time based on operational needs and other relevant factors.

III. Earning Compensatory Time

- A. Compensatory time will be earned in 30-minute increments and may be taken in 30-minute increments subject to mutual agreement between the employee and their immediate supervisor.
- B. Time will be recorded via SALS' online time and attendance tracking platform and designated as extra hours/comp time, not cash overtime.

IV. Tracking & Limits

- A. Supervisors will maintain records of earned/used comp time via SALS' online time and attendance tracking platform.
- B. Employees may have a maximum balance of 21 hours of comp time accrual.

V. Using Compensatory Time

- A. The employee must submit a written request to use accrued compensatory time to their direct supervisor.
- B. The supervisor may approve the request, confirming it is taken at a mutually convenient time within the year it is earned. The supervisor may also deny the request at their discretion.
- C. Compensatory time may not be carried over from year to year.