



## Compensatory Time

Employees who actually work a number of hours which exceed their weekly authorized hours may request that such hours be converted to compensatory time. All hours worked above the regular weekly authorized hour limit must be approved by the Town Administrator or his designee. Requests to convert excess hours worked to compensatory time must be authorized in advance by the Department Head.

Employees will be given one hour of compensatory time for each hour worked in excess of their regular work week until the employee has actually worked 40 hours in a work week. Approved compensatory time shall accrue at a rate of time and  $\frac{1}{2}$  for hours worked in excess of 40 hours in a work week.

Maximum accumulation of compensatory time is 40 hours.

Use of compensatory time is subject to the approval of the Department Head. Such approval shall be generally granted provided it is not "unduly disruptive".

Use of compensatory time shall be scheduled within 6 months of being earned however, in no event can compensatory time be carried more than 60 days into a new fiscal year.

Upon termination of employment with the town, employees will be paid for any unused compensatory time.

Employees carrying a balance of compensatory hours totaling less than 40 hours as of September 12, 2019 will have until June 30, 2020 to use those hours.

Employees carrying a balance of compensatory hours totaling greater than 40 hours as of September 12, 2019 will establish a mutually agreed upon plan for utilizing those hours with the department head.

Approved by Board of Selectmen on: 9-12-19