

Compensatory Time

On rare occasion employees who are non-exempt and required to work extra hours on a given workday may be permitted to flex their schedule by reducing their hours on another day/days within the same pay period. As with any time worked beyond one's normal schedule, advance approval by the supervisor must be obtained.

Any time worked beyond one's schedule must still take into conme ctip"t0R#10#B#5fdcA#fat#0#B1!"