

## Do I Qualify for Comp Time? (for OT-Exempt Employees only)

### A Few Notes About Comp Time:

- Only for employees exempt from overtime. If you're not sure of your status, check with IAPE.
- Comp Time must be recorded in Workday.
- As of April 16, 2021, Workday will automatically calculate Comp Time by multiplying actual hours worked by 1.5 (up to a maximum of 12 Comp Time hours).
- Comp Time hours never expire and may be carried over into the next calendar year.

### **START HERE:**

***Has the work been assigned by a manager on my scheduled day off or extraordinarily beyond my working hours?***

**No**

**Yes**

If you are working on an assignment because of an impending deadline, you should follow the "Yes" path to see if you are entitled to comp time. If you are working on your day off just because you want to clean up some unfinished business, you are volunteering your time.

You qualify for Comp Time and should file in WorkDay. Comp Time will be calculated at a rate of 1.5 hours for each hour of work (in quarter-hour increments), including travel time. Employees may earn up to a maximum of 12 Comp Time hours in a single calendar day (8 hours of work). Employees may cash out comp time immediately with manager approval. 30 days after time was earned, employees may cash out comp time without manager approval. You can find the cash-out form in the HR Hub. Also note - if the day is a previously scheduled personal/vacation day, the employee will not be charged with having used the personal/vacation day and will be permitted to use that day off on a future day.

*Note: This guide does not apply to work performed on a regular holiday. Please see Article VIII of our contract for information on holiday compensation.*