

**Somerset County Board of Education**  
**Policy Guidelines**  
**Policy 700-59**

**Compensatory Time**

Any eligible employee that is requesting time off should follow the contents of Policy #700-59.

A. Definitions: Compensatory time is time off from work in lieu of overtime compensation. This time is earned as a result of working above the assigned weekly schedule.

B. Procedures for Usage:

- 1) Unit II: Per Policy #700-59, Unit II employees are eligible for two (2) compensatory days off per school year for work performed outside of the scheduled work day. The request for earning compensatory time must be pre-approved in writing and submitted to the employee's immediate supervisor with the dates the work will be performed identified. Compensatory time must be used within 30 days of earning the time and should be used prior to using annual and personal leave.
- 2) Unit III: Per Policy #700-59, Unit III employees that are classified as non-exempt/hourly are eligible to earn compensatory time. The request for earning compensatory time must be pre-approved in writing or assigned by the employee's immediate supervisor in writing prior to the compensatory time being earned. Compensatory time must be used within 30 days of earning the time and should be used prior to using annual and personal leave.
- 3) Unit I: No Unit I employees are eligible to earn compensatory time under any condition.

C. Recordkeeping:

- 1) Unit II: A REQUEST TO EARN COMP TIME form must be submitted to the superintendent at least one (1) week prior to the date the time will be earned. The superintendent or his/her designee will approve or deny the request by signing and returning the form to the employee. Prior to using the comp time, the employee will enter the absence into Aesop and submit a REQUEST FOR LEAVE form with the approval form attached to their immediate supervisor. NOTE: Compensatory time must be used in half day (4 hours) or full day (8 hours) increments.
- 2) Unit III: Requests to earn compensatory time by working more than the standard seven or eight hours must be pre-approved in writing prior to the earning of the time. Employees may send an email or written note to their principal/supervisor requesting the extended hours. The principal/supervisor will respond to the email/note approving or denying the request. The principal/supervisor is required to keep a log of all compensatory time earned for their employees.

Prior to using the time earned, the employee must enter the absence into Aesop. In addition, the employee must fill out a REQUEST FOR LEAVE form and attach the preapproval document (email or note). The form should then be submitted to the principal/supervisor for approval to use the compensatory time on the requested date(s).

NOTE: Compensatory time must be used in half day (3.5 or 4 hours) or full day (7 or 8 hours) increments.

Earned compensatory time will be tracked within the Veritime Attendance system.

D. Failure to follow policy or procedures may result in disciplinary actions.



# REQUEST TO EARN COMPENSATORY TIME

(To be used by Administrators)

Complete this form and submit it to the superintendent at least one week PRIOR to the date(s) you will be earning the compensatory time. The superintendent will indicate whether your request has been approved or denied and return the form to you.

NAME: \_\_\_\_\_

LOCATION: \_\_\_\_\_ POSITION: \_\_\_\_\_

DATE(S) OF PROJECT: \_\_\_\_\_

DESCRIPTION OF PROJECT:

\_\_\_\_\_  
*Signature of Employee*

\_\_\_\_\_  
*Date Submitted*

### CENTRAL OFFICE USE ONLY

Request to Earn Compensatory Time: APPROVED \_\_\_\_\_

DENIED \_\_\_\_\_

\_\_\_\_\_  
*Signature of Superintendent*

\_\_\_\_\_  
*Date*

This signed form must be attached to the REQUEST FOR LEAVE form when submitted.