

## Comp Time

Comp time is leave time that is earned, in lieu of paid compensation, by an hourly paid employee for hours worked over 40 in a work week. Comp time is earned according to the employee's Federal Labor Standard Act (FLSA) status, exempt or nonexempt. If the employee is FLSA exempt, comp time is earned at a rate of 1 hour for every hour worked. If the employee is FLSA nonexempt, then comp time is earned at a rate of 1.5 hours for every hour worked when total hours worked exceed 40, otherwise the rate is 1 hour for every hour worked.

Earned comp time hours are stored on the employee's leave (LVT) record and are used when the employee has been approved to take annual leave. When the employee takes leave that would normally be annual leave, the LVT System will adjust or use the comp time hours earned first before using any of the employee's annual leave balance. Once comp time has been exhausted LVT will post additional leave time against the annual leave balance.

An employee can only use comp time that is earned in a previous pay period. In other words, the employee can not earn and use the comp time in the same pay period