

# VANCE COUNTY SCHOOLS

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February 14, 2017

To: All Principals and Supervisors  
From: Jennifer S. Bennett, Assistant Superintendent for Business Services  
Dr. Anthony Jackson, Superintendent

Subject: **Comp Time #2 - UPDATED Process – Immediate Action Required**

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**Effective immediately, ALL** compensatory time being earned by employees **MUST BE PRE-APPROVED**. The attached form (also in the Finance section of our website) must be completed by the immediate supervisor and then sent to the Superintendent for final approval for the employee to earn this extra time. The completed form must be provided to payroll.

Comp-time reasons should be “extra” in nature, project based, and not just a result of not taking lunch, or being behind in routine job duties. Hours and duties should be adjusted for employees subject to FLSA so that they are not working over 40 hours per week unless this time is pre-approved. If, as a supervisor, you are having difficulty in arranging duties for an employee so they are not routinely working over 40 hours, please let me or another Assistant Superintendent know and we will be happy to help with alternative plans.

Comp-time earned should be used within the next pay-period when possible and should carry forward no more than 2 pay-periods. Payroll will automatically apply comp-time in lieu of sick or annual leave options if available.

This process is consistent with the Intent of the Board of Education under their current policy (attached). Please get with your employees subject to FLSA to review this policy and to ensure they understand that all time over 40 hours per week **MUST** be PRE-APPROVED.

If you have any questions or concerns related to this matter, please let me know. Thank you for your cooperation as we continue to get our fiscal processes in order and under control.