

VANCE COUNTY SCHOOLS**G - PERSONNEL****GCJ Official Uniform Workweek****GCJ-E Procedures for Recording and Expending Compensatory Time****GCJ-E Procedures for Recording and Expending Compensatory Time**

- All overtime worked must be approved by an immediate supervisor, principal, etc.
- Any employee, who has accrued compensatory time and has requested use of it, shall be permitted to use such time off within a reasonable period after making the request, if such request does not unduly disrupt the operations of a school, department, etc.
- When a request to use compensatory time is approved, the time will be expended in any increments necessary to equate to 40 hours of work during that specific week.
- Compensatory time will be accrued at a rate of time plus one half.
- Compensatory time may not exceed 240 hours.
- Any employee with accrued compensatory time shall be required to exhaust compensatory time before using other earned leave.
- Overtime in cash payments in lieu of compensatory time off may be made, when approved by the Superintendent.
- Upon termination of employment, an employee shall be paid for unused compensatory time earned.

Vance County Schools
