

1201: Compensatory Time Policy

I. Purpose:

- a. Providence Creek Academy Charter School acknowledges that hired personnel may from time to time be required to work additional hours during non-regular scheduled hours.

II. Policy Statement:

- a. In order to provide a fair compensatory time, exchange the following must be adhered to:
 - i. All requests for compensatory qualifying time must be in writing and be approved by the immediate supervisor and the Head of School before the time is accrued.
 - ii. Request must be specific and the task of a nature such that it could not be accomplished during the normal work day.
 - iii. All requests for Compensatory qualifying time must include an estimate of the time needed for completion of the task and the actual time spent must be verified by either the immediate supervisor or the Head of School.
 - iv. Compensatory time will accumulate using 15-minute increments. Time credited will be for actual time spent on task.
 - v. All accrued compensatory time must be used within 6 months from the time of its accrual and subject to the same prior approval requirements of vacation time.
 - vi. All accounting for compensatory time must be registered with the business office and the records of time will be kept by the business office.
 - vii. There will be no monetary payout of unused compensatory time.

III. Responsibility:

- a. This policy applies to every employee with the exception of the Head of School.
- b. Supervisors are responsible for approving Compensatory Time prior to its use. Employees using the Compensatory Time are responsible for following the provisions of this policy.

IV. Related Policies:

V. Related Procedures and Documents:

a. Request for Compensatory Time

Approval and Revision Dates:

APPROVED BY THE BOARD OF DIRECTORS APRIL 25, 2006

REVISED BY THE BOARD OF DIRECTORS JUNE 26, 2018

REVISED AND APPROVED BY THE BOARD OF DIRECTORS ON JULY 23, 2019