

## COMPENSATORY TIME POLICY

It is the policy of the Flossmoor Public Library that employees who are subject to the hourly work week limitations in the federal Fair Labor Standards Act, and who work in excess of forty (40) hours per work week, shall accrue compensatory time in accordance with the requirements and limits set forth in the federal Fair Labor Standards Act, 29 U.S.C. 201 et seq., as amended by P.L. 99-150, effective April 15, 1986. This policy shall be implemented by procedures promulgated by the Board of Trustees.

### PROCEDURES FOR ACCRUAL OF COMPENSATORY TIME

#### 1.) Eligible Employees

Eligible employees are employees who are subject to the federal Fair Labor Standards Act (FLSA). Professional employees, including certified teachers and administrators, are exempt under the terms of the FLSA and are not eligible employees.

#### 2.) Determination of Overtime Hours

Overtime hours are any hours worked in a given work week in excess of forty (40) hours. The library's work week is Monday – Sunday. The beginning day of the work week for each eligible employee shall commence at 12:00 a.m. each Monday.

#### 3.) Accrual of Compensatory Time

- a. Rate: For each hour of overtime worked by an eligible employee in a given work week, one and one half (1 ½) hours of compensatory time shall accrue.
- b. Limitations: Eligible employees may accrue not more than seventy-five (75) hours of compensatory time, computed as one and one half hours of compensatory time for not more than fifty (50) hours of overtime work.
- c. Use: An eligible employee who has accrued compensatory time shall be allowed to use said time with a reasonable period following accrual so long as the operations of the employer are not unduly disrupted. The Flossmoor Library recommends the reasonable time within a month. Compensatory time shall not be counted as hours worked in the period in which such hours are used.
- d. Payment on Termination: An eligible employee who is terminated, and who has accrued compensatory time, shall be paid for such accrued compensatory time at a rate not less than the average rate of pay for the preceding three years, or the final regular rate of pay, whichever is higher.

#### 4.) Records

Records shall be maintained to evidence the overtime hours worked by each eligible employee in a given work week, if any, and the number of hours of compensatory time accrued by each eligible employee, if any.

#### 5.) Payment of Cash in Lieu of Compensatory Time

- a. Authority of Employer: Nothing herein shall prohibit the employer, at the employer's option, of freely substituting cash, in whole or in part, for compensatory time off; and an overtime payment in cash does not affect subsequent granting of compensatory time in future work weeks or work periods.
- b. Payments to Employee: Cash payments to an employee for accrued compensatory time may be made at any time except that on termination, payment shall be made pursuant to Section 3.D. of this policy. No employee shall otherwise have the right to receive, upon request, cash in lieu of accrued compensatory time.

#### 6.) Effective Date

These procedures shall be effective as of August 10, 2016 and the accrual of compensatory time shall commence as to any overtime hours worked after such date.

Adopted by Board of Trustees: August 9, 2016  
Reviewed by Board of Trustees: November 12, 2019  
Reviewed by Board of Trustees: July 12, 2022