

To: Site Administrators and Classified Managers

From: Andrew Bukosky, Assistant Superintendent HR

Date: August 6, 2013

Subject: Procedures for Using Comp Time or Vacation Time

Please review the following procedure with all staff who accrue vacation or comp time.

Employees that have accumulated comp time (certificated and classified) or vacation time (classified only) must make prior arrangements with their site administrator or supervisor when they wish to use their accumulated time. Employees should mark the appropriate category on their District absence form and submit the completed form to their supervisor for approval and signature.

Employees must have accumulated comp time or vacation time prior to usage.

If you have any questions regarding the procedure for comp time or vacation time accrual or use, please do not hesitate to email ([andrew.bukosky@tulare.k12.ca.us](mailto:andrew.bukosky@tulare.k12.ca.us)) or call (688-2021 ext. 202).

To: Principals, Directors, Classified Managers and Supervisors:

From: Andrew Bukosky, Assistant Superintendent of HR

Date: August 6, 2013

Subject: Vacation, Comp Time, & Overtime - New Procedures

**These procedures are effective immediately.**

- **Vacation**

All classified employees accrue vacation. Vacation should be taken in the school year that it is earned but if mutually agreed by the employee and the District (immediate supervisor), a maximum of 2 years of accrued vacation can be carried over to the following school year. (CSEA CBA Article XIII).

- **Overtime – Defined**

Overtime is defined to include any time worked in excess of eight (8) hours in any one day or in excess of forty (40) hours in any calendar week. All hours worked beyond the work week of five (5) consecutive days for employees working four (4) hours or more per day shall be compensated at the overtime rate commencing on the sixth (6<sup>th</sup>) day of work.

- **Assigning Overtime**

Overtime must be distributed equitably to qualified employees within each department (CSEA CBA Article IX, Section 7). All overtime must have prior approval by the immediate supervisor. Supervisors are encouraged to restrict the authorization of overtime.

- **New Approval Process**

The employee's immediate supervisor (Principal, Director, or Supervisor) must approve all overtime prior to the overtime being worked. The immediate supervisor will determine if overtime is necessary and whether the employee will be paid overtime or will accrue comp time.

- **Comp Time**

Supervisors are encouraged to restrict the authorization of comp time. Comp time must have prior approval by the immediate supervisor. The approval process for comp time is the same as overtime.

- **Comp Time Log Form**

The district has developed a form to monitor each employee's comp time. Each supervisor will keep the original log form. The employee should keep a copy so both parties have verification of the agreements and approvals.

- **Accumulated Comp Time Limits**

Comp time must be used within twelve (12) months of the date it was earned. If comp time is not taken within twelve (12) months of the date earned, the District shall pay the employee for all accrued comp time at the appropriate rate of pay. Comp time can only be used *after* it has been earned (CSEA CBA Article IX, Section 7).

- **Exchange Time**

Exchange time is not a contractual right. However, there may be times when exchange time may be approved. Exchange time must be approved by the employee's immediate supervisor prior to the use of exchange time. The use of this alternative shall be reserved for emergency purposes and the time exchanged must be within the same day. Employees should make every effort to utilize all other available leave options prior to making a request to utilize exchange time.

- **Absence Forms**

Immediately upon return to active service, employees must submit an absence form to their immediate supervisor when they are absent from work for any reason (CSEA CBA Article XIV, Section 1H).

Employees must attach a copy of their comp time log to the absence sheet when using comp time. The log must show that the time was earned prior to being taken.