

**POLICY # N4-9.1**

**COMPENSATORY LEAVE  
NON-UNION EMPLOYEES**

Exempt employees are not eligible for overtime pay or compensatory time.

Full-time non-exempt employees who work beyond their regularly scheduled work hours, may be eligible for compensatory time at time and one-half in lieu of overtime time pay, only if approved in advance by their Department Head.

Personnel Board Approved: August 16, 2010