



Division 07 **Fiscal Affairs**

Chapter 03 – Compensatory Leave Accountability

March 2009

POLICY

This General Order shall provide for uniform and consistent reporting and accountability of compensatory leave earnings, uses, and balances, in accordance with the Prince George's County Code, Section 16-227.

DEFINITIONS

N/A

PROCEDURES

1. Responsibilities

The official record of an employee's compensatory leave balance is maintained by the Payroll Division, Office of Finance. It is updated periodically by means of the employee's time sheet and is regularly reported to the employee by Payroll via their paystub and timesheet. The Department also receives reports of all employees' balances.

Employees

All hours of compensatory (comp) leave earned (just like overtime (OT)) must still be pre-approved with the completion of an overtime/comp justification form by the employee. This shall include providing verification that time was properly earned (via Telestaff and station log book entry). The hours should be noted on their timesheet with the OT/comp justification form attached and submitted for approval by supervisor.

Each employee is to note the correct project/location code for comp time earned on the timesheet and justification form. The

employee must ensure they match hours, project/location code and dates on the timesheet and justification form.

Requests for comp leave use are submitted in accordance with Department leave request policies. Upon approval, the employee shall report approved compensatory leave use by means of appropriate time sheet entry. He/she must assume responsibility to be aware that sufficient compensatory leave is recorded on payroll records to cover usage.

Supervisors

The first level supervisor should verify valid earning and/or use of compensatory leave of employees by signing time sheet and OT/comp justification form. The form is to remain attached to the time sheet.

The first level supervisor should maintain work site record of each employee's earning and use of compensatory leave. The record is to show the date and amount of each earning or use of compensatory leave and the explanation for each entry.

The supervisor should ensure that an OT/comp justification form is completed correctly, matches the timesheet coding and attached to the time sheet for each compensatory leave request.

The only exceptions are the pre-negotiated compensatory leave earned by day work personnel, and compensatory leave earned by shift workers on holidays, as outlined in the Labor Agreement between Prince George's County and the International Association of Fire Fighters, Local 1619.



The supervisor is responsible to verify the project/location code and that the justification form and timesheet are each completed correctly.

N/A

FORMS/ATTACHMENTS

N/A

Supervisors (Battalion Chief, Major, Manager or above)

The supervisor validates all data and signs authorization on the OT/comp justification form (must be an EMS 1, a Battalion Chief, Major, Manager or higher).

2. Earnings

Compensatory leave in lieu of overtime for emergency responses will be at time and one half (1 ½) for each hour.

Compensatory Leave Awarded for Training

County compensatory leave that is awarded for training is not to be utilized in FLSA computations and will only be coded as 055. The timesheet coding for this award will be "AWDTRG."

Fair Labor Standards Act (FLSA) Comp

Employees may not accumulate more than 480 hours of FLSA compensatory leave. Once an employee has accumulated 480 hours of FLSA compensatory time, he or she must be paid FLSA overtime instead of compensatory time.

Employees taking leave are to use their available FLSA compensatory leave prior to using annual leave or County compensatory leave.

REFERENCES