

Board of Education Policy 7.4890/7.4820  
Administrative Procedure

Petty Leave/Compensatory Leave

Petty Leave: Reference Board of Education Policy 7.4890

- Petty leave shall be defined as an absence from the work station that is generally less than one hour in length.
- Petty leave may be awarded to certified full-time employees only.
- Prior approval, except in cases of emergency, should be received for the use of petty leave.
- The granting or denial of a request for petty leave shall be based upon the welfare of the employee and students.
- A record of all petty leave granted and taken shall be maintained by the employee's supervisor.

Compensatory Time: Reference Board of Education Policy 7.3111  
Fair Labor Standards Amendments (1985)

- The work week for all employees begins at 12:01 AM on Sunday and ends at 12:00 PM on Saturday.
- All classified employees (not exempt from Fair Labor Standards Amendments) are employed to work up to forty hours during the defined work week for a defined monthly salary.
- Employees who work more than forty hours in the work week will be compensated with compensatory time off if possible during the week in which the hours exceed forty. This compensatory time will be minute for minute.
- Employees unable to take compensatory time off during the week in which it is earned will be permitted to use accrued compensatory time within a reasonable time after it is requested. Accrued compensatory time taken outside of the work week in which it was earned will be at the rate of one and one-half hours of each hour of overtime worked.
- All employees (except as noted in policy 7.3111) are to be given compensatory time off in lieu of cash compensation for excess hours worked.
- An employee may not voluntarily "give up" the right to compensatory time (hours in excess of forty per week).
- An employee may bank compensatory time – time they owe the school or school system. This time would be minute for minute, not at time and a half. (This practice allows for emergency situations since there is no eligibility for petty leave.)
- For school employees, all compensatory time should be addressed and the record "clean" at the close of each school year. Compensatory time should not be "carried" from one school year to the next.

- The teacher assistant workday/work week is defined at 7 ½ hours per day or 37 ½ hours per week. The 2 ½ hours per week (to reach 40 hours) may also be required work time but compensatory time hour for hour must then be given. Any time worked beyond 40 hours and not compensated for within the work week will automatically be compensatory time for time and a half.
- Accurate records reflecting compensatory time earned and the specific dates the compensatory time taken shall be maintained by each employee's supervisor.

NOTE: If the regular work week includes any holiday, vacation, or sick leave pay, the employee must work in excess of 40 hours excluding these days to receive overtime pay. In other works, when no work is performed due to vacation, holiday, or illness, the "time-off" hours are not included in hours worked in a work week in determining overtime.

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Superintendent

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Date