



## COMPENSATORY TIME FOR NON-UNION NON-EXEMPT EMPLOYEES POLICY

**Board Bylaw:**  
**Policy Number: 4.3001**  
**Subject Area: Personnel**  
**Adopted: 06/26/2023**  
**Revised: 06/26/2023**

Kaskaskia College provides compensatory time for hours worked in excess of an employee's regular weekly workload. Pre-approval must be granted by the employee's supervisor prior to submitting compensatory time requests. Request for time to be accounted for as compensatory time must originate with the employee. Compensatory time accrual is limited to a maximum balance of 40 hours at any time. For sworn campus police officers, refer to the Compensatory Time for Campus Police Policy and Procedure.

Compensatory time earned is calculated at 1.0 times hours worked up to 40 hours worked per week. Compensatory time earned is calculated at 1.5 times hours worked in excess of 40 hours per week. The work week is defined as Sunday through Saturday.