



## COMPENSATORY TIME FOR POLICE OFFICERS POLICY

**Board Bylaw:**  
**Policy Number: 4.3003**  
**Subject Area: Personnel**  
**Adopted: 10/23/2023**  
**Revised: 10/23/2023**

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 60 hours at any time.

Compensatory time earned is calculated at 1.0 times hours earned from hours worked, paid leave which includes campus closure, sick, vacation, and/or personal and paid holidays up to 40 hours worked per week. Compensatory time earned is calculated at 1.5 times hours earned in excess of 40 hours per week. The work week is defined as Sunday through Saturday.