

## Paid Time Off/Excess Compensatory Time Policy

Effective 1/1/2015

In 2012, Commissioners' Court approved a change to the county's paid time off policy. Employees with a compensatory time balance over 100 hours (as of January 1<sup>st</sup>) are required to use either their compensatory time over 100 hours, or 20% of their total compensatory time balance, whichever is less, before PTO time may be used for the year.

Human Resources recommends increasing the required reduction percent from 20% to 30% to further reduce the County's compensatory time liability.

The examples below illustrate how the policy works:

**Example A:** On January 1, Jill has a compensatory time balance of 110 hours.

- Amount over 100 – 10 hours
- 30% of balance – 33 hours
- Jill would be required to use 10 hours of compensatory time before using PTO.

**Example B:** On January 1, John has a compensatory time balance of 300 hours.

- Amount over 100 – 200 hours
- 30% of balance – 90 hours
- John would be required to use 90 hours of compensatory time before using PTO.

After the required reduction for the year has been met, employees are free to choose between PTO and compensatory time for their time off needs for the remainder of that calendar year.

If an employee is at the maximum PTO accrual or they reach the maximum PTO accrual prior to the required compensatory time reduction, the employee will not earn any additional PTO.