

What is the difference between Overtime Leave and Compensatory Leave?

Compensatory Leave	Overtime Leave
<ul style="list-style-type: none"> ▪ Compensatory leave is paid time off for an eligible employee whose supervisor has approved: <ul style="list-style-type: none"> ○ additional hours in a workweek in which the employee has taken a holiday or leave, but has worked no more than 40 hours; ○ on an official office closing day if they are designated as an "essential employee" ○ needed to work on a holiday; or ○ on a scheduled day off. ▪ Compensatory leave is granted on an hour-for-hour basis. ▪ An eligible employee may earn one hour of compensatory leave for each hour that they are required to work for the reasons cited above. ▪ A non-exempt employee is eligible to earn compensatory leave only when the hours physically worked in a workweek are 40 hours or less. If a non-exempt employee physically works more than 40 hours, the Overtime Leave policy applies. ▪ Non-exempt employees also will be credited with compensatory leave when a holiday falls on a scheduled rest day. ▪ Employees may receive compensatory leave for the number of holiday hours proportionate to their work schedules, <u>not to exceed 8 hours</u>. ▪ Exempt employees will earn compensatory leave when required by the supervisor to work on an official office closing day if they are designated as an "essential employee" or on a holiday. ▪ Compensatory leave may be used to provide paid time off from work for any purpose. 	<ul style="list-style-type: none"> ▪ Overtime leave is an alternative to cash payments for overtime hours worked. ▪ Overtime leave is calculated at one and one-half times the number of hours actually worked in excess of 40 in the workweek. ▪ The decision regarding whether to offer overtime leave to an employee is at the discretion and initiation of the department and/or supervisor. ▪ Overtime leave is available only to full-time non-exempt classified employees. Wage employees never qualify for paid leave and must be paid cash for any and all overtime hours worked. ▪ Exempt employees do not qualify for Overtime Leave. ▪ An employee who separates from the university with an overtime leave balance will be reimbursed for that leave at the hourly rate being earned at the time of separation from the university OR the employee's average hourly pay rate over the last 3 continuous years of employment, whichever is higher. ▪ An employee who is transferred, promoted, or demoted to another non-exempt classified position at JMU will retain any Overtime Leave accrued. ▪ An employee who is transferred, promoted, or demoted to an exempt position at JMU will be compensated for the accumulated Overtime Leave at the hourly rate being earned at the time of leaving the non-exempt position OR the employee's average hourly pay rate over the last 3 continuous years of employment, whichever is higher. ▪ Overtime leave may not be used in leave sharing.