

Please refer to Tennessee Board of Regents [Guideline P-020](#)

In accordance with the Fair Labor Standards Act (FLSA), Pellissippi State, at its discretion either by wage payment or compensatory time off (time off instead of overtime pay), compensates employees who are requested to work more than a standard workweek (37.5 hours). The following guidelines apply:

- Working more than the 37.5 hour work week, and subsequently earning compensatory time must be approved in advance by the supervisor.
- Pellissippi State will permit the use of compensatory time off within a reasonable period of time, unless the use at the requested time would unduly disrupt college operations.
- All accumulated compensatory time must be taken within the pay period immediately following the accrual unless prior approval has been granted by the president.
- An employee may accrue no more than 240 hours of compensatory time in a given year.
- In all cases, compensatory time must be taken within the fiscal year (July 1 – June 30) so that the balance as of each June 30 is 0.00.
- Actual hours worked must be documented on the Payroll Time Sheet and Change in Accumulated Leave form to substantiate compensatory time earned.
- Supervisors must monitor compensatory time earned and approve the Payroll Time Sheet.

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Source: TBR Guideline No. P-020

Approved: Executive Council, March 4, 1991

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