

**PURPOSE:**

The following policy will be used as a guideline for the selection and use of Vacation, Holiday, and Comp time.

**SCOPE:**

This procedure shall apply to all administration employees.

**RESPONSIBILITY:**

Supervisors shall manage the selection and general use of personal leave. Individuals shall manage their own personal leave accounts with supervisor's oversight and approval.

Personnel must complete the Time Off Request form for leave time covered under this policy and have signed supervisor approval in advance of taking the leave. Any Time Off Request forms for the month shall be attached to the employee's time sheet.

**COMP TIME:**

1. Regular full-time employees who work a 40-hour workweek may be granted, if a request is made, to use compensatory time off in lieu of being paid overtime. It must be figured at one and one-half hours for each hour of overtime worked. Employees must be permitted to use comp time within a reasonable period after requesting time off, unless it would unduly disrupt the operations of the agency.
2. Federal law allows a maximum of 240 hours of comp time, which represents 160 hours worked. If an employee works any additional overtime after 240 hours have been accrued, the time must be paid.
3. Employees requesting use of comp time off must fill out the Time Off Request form and have signed supervisor approval in advance of taking the comp time off.

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FLEXTIME:

1. Regular full-time employees who work a 40-hour workweek, may with approval of the Fire Chief or Supervisor, adjust their work schedules with the stipulation that time worked will be compensated on an hour for hour basis unless it would unduly disrupt the operations of the District. Work hours may be staggered on a flextime arrangement to provide longer hours of service to the public.
2. Employees requesting use of flex time off must fill out the Time Off Request form and have signed supervisor approval in advance of taking the flex time off.
3. Regular full-time employees, who work a 40-hour workweek for whom necessity requires a different schedule or a temporary change in a regular schedule from that generally applied, will work according to schedules prepared by the respective Supervisor and approved by the Fire Chief. Employees working on a flextime schedule will not be authorized overtime because of the flextime scheduling.