

Compensatory Time Policy

Providence Creek Academy Charter School acknowledges that hired personnel may from time to time be required to work additional hours during non-regular scheduled hours. In order to provide a fair compensatory time exchange the following must be adhered to:

1. All requests for compensatory qualifying time must be in writing and be approved by the immediate supervisor and the Head of School.
2. Request must be specific and the task of a nature such that it could not be accomplished during the normal work day.
3. All requests for Compensatory qualifying time must include an estimate of the time needed for completion of the task; the actual time spent must be verified by either the immediate supervisor or the Head of School.
4. Compensatory time will accumulate using 15 minute increments. Time credited will be for actual time spent on task. An example would be working one hour for one hour of compensatory time.
5. All accrued compensatory time must be used within 6 months from the time of its accrual and subject to the same prior approval requirements of vacation time.
6. All accounting for compensatory time must be registered with the business office and the records of time will be kept by the business office.
7. There will be no monetary payout of unused compensatory time.

This policy applies to all non-supervisory and non-administrative personnel.

APPROVED BY THE BOARD OF DIRECTORS APRIL 25, 2006

REVISED BY THE BOARD OF DIRECTORS JUNE 26, 2018