

	CREDIT HOURS	OT/COMPENSATORY TIME
Employee or Management	Employee initiative	Management directed
Approval	Supervisor approved	Supervisor approved
Eligibility	SES and Intermittent employees are not eligible to earn credit hours.	<p>Non-exempt employees always have the choice of taking overtime, or accepting comp-time in lieu of overtime.</p> <p>Exempt employees earning the salary of a GS-10 Step 10 or less, have the choice of overtime.</p> <p>Management has the choice of selecting overtime or comp time payment for exempt employees earning over the GS-10 Step 10 pay rate.</p>
Time	<p>In excess of basic work requirement for FT and PT employees</p> <p>Flexible work schedules</p>	<p>In excess of basic work requirement 8 hours/day or 40 hours/week.</p> <p>Comp-time is in lieu of overtime.</p>
Limitation	<p>Maximum of 24 hours for FT employees.</p> <p>Maximum of ¼ hour of duty for PT employees.</p> <p>Hours of credit above the maximum cannot be carried over from one pay period to the next.</p> <p>NOTE: Hours worked over and above the 24-hour limit cannot be recorded as OT or comp time.</p>	<p>Unlimited – with exception of the bi-weekly pay limitation.</p> <p>For FLSA exempt employees, overtime pay is capped at the overtime pay rate of a GS-10 Step 1 or the hourly rate of basic pay, whichever is greater.</p> <p>FLSA non-exempt employees always receive 1½ times their regular rate of pay.</p> <p>NOTE: Hours required by management and approved for overtime/comp cannot be recorded as credit hours.</p>
Usage	Can be carried over from one year to the next.	Comp earned after May 13, 2007, must be used within 26 pay periods. Comp earned before May 14, 2007 must be used by May 13, 2010.
Payment	Upon separation – paid at straight hourly rate via Lump Sum Payment	If not used before time limit or upon separation, will be paid at overtime rate.
Travel	Credit time cannot be used for transit time.	Overtime/Compensatory can sometimes be earned for transit time.*

* For those situations see P&P 402.3 – Premium Pay