

The following is a regulatory change to Compensatory Time, effective July 2, 2008

Employees **must** use compensatory time off before using credit time, time off award hours, compensatory time for travel, restored annual leave, or annual leave. Supervisors have the authority to disapprove requests for annual leave (and other types of non-sick leave) until comp time is used up. Exceptions to this policy are when employees are in a “use or lose” or “leave forfeiture” situation; and when the Family Medical Leave Act (FMLA) is invoked and annual or other leave is being substituted for Leave Without Pay (LWOP). See section 3 of P&P 402.3 “Premium Pay”, update effective 7/2/08.

The following are regulatory changes to Compensatory Time Off, effective May 14, 2007

Compensatory Time Off

Previously, any Compensatory Time Off (comp time) earned and not used by the end of the following leave year was paid out to the employee at the overtime rate at which it was earned. Effective pay period 10, 2007, any Compensatory Time Off earned that is not used within 26 pay periods must be paid out, by completing an AD-581 (Lump Sum Leave or Compensation Time Payments), to the employee at the overtime rate at which it was earned.

For those employees who have a Compensatory Time Off balance as of the end of pay period 9, 2007, they will have until the end of pay period 10 of 2010 to use that leave before it will be paid out to them at the overtime rate at which it was earned.

Please direct your questions to Ted Nykiel (301-504-4426) at ted.nykiel@ars.usda.gov, Michelyn Boyd (301-504-1466) at Michelyn.boyd@ars.usda.gov or Terri Ponte (301-504-1474) at terri.ponte@ars.usda.gov