

Personnel Reform Agency Transition Guidelines

Compensatory Leave

With few exceptions, beginning September 29, 2012, both covered and at-will uncovered FLSA **exempt** employees will no longer earn compensatory leave for hours worked in excess of 40 in a work week. For those employees with compensatory leave balances who convert to at-will uncovered, agencies may either pay off compensatory leave balances or allow the employees to use it.

*Note: Employees that are FLSA **non-exempt** will continue to be eligible for overtime for hours worked in excess of 40 in a work week.*

Objective: To identify the FLSA exempt employees that are currently eligible to earn compensatory leave for hours worked in excess of 40 in a work week.

Attached for your information is a list of employees that have been identified to be FLSA exempt and will no longer accrue compensatory leave for hours worked in excess of 40 in a work week.

Action Item: No further review or action on the part of the agency is necessary in regards to this list.