



This means that the decision whether or not to take comp time is always the employee's to make.

2. If available and desired by the employee, up to four (4) hours of comp time may be used to pay for time not worked due to an unexcused tardiness or absence subject to reasonable conditions, without affecting or preventing appropriate related disciplinary action.

This means that if an employee is tardy or absent up to four hours, comp time could be used to pay the employee for time that they would be otherwise "docked" for. However, the supervisor retains the responsibility and right to take appropriate disciplinary action.

3. For absences of four (4) or more hours to be compensated with available comp time, a written request shall be submitted to the appropriate supervisor for his/her consideration no less than 24 hours before the start of the relevant absence.

This means that an employee should always request comp time as far in advance as possible, but in no case shall requests be made less than one work day in advance of absences of four (4) or more hours. All request for comp time shall be made in writing on the City's "Leave Request" form to assure proper record keeping. In the infrequent case of a short-term emergency (such as, car problems, heavy snowfall blocking drive, tree fallen across road, car accident, etc.), the supervisor should be notified of the impending tardiness, as soon as possible, following the incident. In such short-term emergency uses of comp time, the employee will retroactively submit a "Leave Request." Per B.2 above, short-term emergency tardiness and absences are subject to disciplinary action.

### C. Procedures

1. As with all leave requests, requests for comp time are subject to the approval of the appropriate supervisor.
2. If comp time is not specifically requested by an employee at the time they are earned, then straight-time rate of pay shall be paid to the employee as compensation for between 35 and 41 hours worked in a week.
3. Supervisor approval of comp time request is not automatic. In approving a request for comp time, a supervisor must be able to satisfactorily answer at least the following questions:
  - a. Has the request been properly made?
  - b. Is anyone else scheduled or expected to be absent at the requested time?

- c. Can the employee be spared at the requested time without affecting economic departmental operations or without causing an overload to co-workers?
4. Requests for leave and comp time shall be generally considered on a first-come, first-served basis.
5. Once a supervisor receives a properly completed "Leave Request" slip from an employee, the supervisor will check and confirm with departmental records to assure availability of the requested comp time. Also the supervisor will consult with the department's schedule to assure availability of proper persons. "Leave Requests" should be submitted to the supervisor no less than 24 hours before the leave date if the requested comp time leave is less than one work day, and no less than three (3) days before the leave date if the requested comp time leave is more than one work day. It is the employee's responsibility to submit a request for comp time leave adequately in advance of the leave date to provide proper supervisory review and processing.

Once the supervisor approves and signs the "Leave Request", he or she shall record the proper information in departmental records, and then shall forward the request to the City Manager's office where it will be recorded and filed.

6. Supervisors and department heads shall maintain a current record of comp time accumulation and use for all affected employees under their direction. These records shall be backed up by a central record maintained by the City Manager's office.

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