

POLICY: Comp Time Accrual

December 2017

Clemson Athletics is subject to the leave policies, procedures, and guidelines established by Clemson University and its Office of Human Resources. To contain costs and ensure proper work-life balance, the Athletics Department has adopted the following policy relative to Comp Time Accrual. Supervisors should actively manage the time worked by their direct reports accordingly.

Employees working over 40 hours in any Sunday-Saturday period will be compensated in Comp Time when applicable. Supervisors should manage all employees to minimize the amount of overtime worked by direct reports.

Employees eligible to accrue Comp Time should not work over 40 hours in any given Sunday-Saturday period unless each of the following conditions are met:

1. An employee's immediate supervisor approves **in advance** any hours worked over 40 in a given week;
2. An employee's Comp Time balance is below 240 hours; and
3. An employee's Annual Leave maximum carryover limit (45 days) has not been reached.

Supervisors should submit requests in writing to the Associate Athletic Director/Administration prior to granting advanced approval when conditions 2 and/or 3 are not present.