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**OFFICE OF GOVERNOR RONNIE MUSGROVE**  
**INTEROFFICE MEMORANDUM**

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**TO: ENTIRE STAFF**

**CC: GOVERNOR**

**FROM: BILL RENICK**  
**FELICIA GAVIN**

**RE: COMPENSATORY TIME (COMP TIME)**

**DATE: REVISED: JANUARY 28, 2002**

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As you know, the State's Revenue continues to fall below the Sine Die Estimate. This shortfall translates into budgetary cuts for agencies. Each agency has to make adjustments in the way it operates. As the Governor's office, we lead by example. As a result, we have had to re-visit some of our office policies. Effective today, December 10, 2001, the comp policy will change. The new policy is as follows:

*When determined and pre-approved by the immediate supervisor or the Director of Administration that it is essential that an employee work before or after normal working hours (8:00 a.m. – 5:00 p.m.), the employee **MAY** receive credit for compensatory leave. No employee will be given credit for more than five (5) hours of compensatory time per week unless you are traveling out of town on the week-end (Sat and Sun) on official Governor's Office business or if the Governor or Chief of Staff requests your presence at a meeting on the week-end (Sat and Sun).*

*When determined and pre-approved by the immediate supervisor or the Director of Administration that it is essential that an employee work on an official state holiday, the employee shall receive compensatory time for each hour worked.*

*Compensatory time may be used subject to the pre-approval of the immediate supervisor. Compensatory time may not be used for leave of absences.*

*Upon separation of employment, voluntary or involuntary, unused compensatory except 80 hours, will be forfeited and not paid.*

If you have any questions regarding this policy, please refer your questions to Felicia Gavin. Thanks.