

For: FAS and RMA Employees

Guidance About Using Compensatory Time Before Annual Leave (AL)

Approved by: Deputy Administrator, Management



1 Overview

A Background

HRD is releasing the following reminder because of several recent cases in which employees were unaware that both of the following are true:

- compensatory time **must** be used before AL or credit time, unless causing AL forfeiture
- supervisors **may** require employees to use their compensatory time before their AL.

B Purpose

This notice provides guidance on:

- using compensatory leave before AL or credit time
- supervisor rights to require employees to use their compensatory leave before AL or credit time.

2 Using Compensatory Leave Before AL

A Agency Policy

According to 17-PM, subparagraph 356 C, compensatory leave may be used for any reason, but **must** be used before AL.

Exception: If using compensatory leave will result in forfeiture of AL at the end of the current leave year, then the employee may use AL before compensatory leave.

B Guidance About Using Compensatory Leave with Credit Hours

Employees with both compensatory leave and credit hours **must** use the compensatory leave first.

Disposal Date	Distribution
April 1, 2010	All FAS and RMA Employees

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2 Using Compensatory Leave Before AL (Continued)

C Approving Compensatory Leave

Supervisors have the right to approve all leave requests and; therefore, can **require** their employees to use compensatory leave before AL or credit hours on **any** leave request.

Supervisors shall approve compensatory time before annual leave unless it will result in a forfeiture of annual leave at the end of the leave year. Employees have one year to use compensatory leave from the time they earn those compensatory leave hours which could mean using them in the next leave year.

Monitoring compensatory time is a supervisory responsibility and supervisors should ensure that compensatory leave is used timely to avoid having to make payment to employees.

D Contact

Direct any questions about this notice to Susan Brown by either of the following:

- e-mail to susan.brown@wdc.usda.gov
- telephone at 202-401-0066.