

CAROLINA FAMILY HEALTH CENTERS, INC.

PROCEDURE

TITLE: HR-604.01 Compensatory and Flexible Time

EFFECTIVE DATE: February 1998

SECTION: Human Resources

REFERENCE POLICY: HR-604 Compensatory and Flexible Time

RESPONSIBLE CHIEF OF STAFF: Chief Operating Officer

RESPONSIBLE COMMITTEE: Employee Investment CIT

REVIEWED: 10/03, 01/08, 01/13, 08/30/16, 10/02/2024, 09/03/2025

I. PURPOSE

The purpose of this procedure is to outline the process for providing compensatory (comp) and flexible (flex) time for Carolina Family Health Centers, Inc. (CFHC, Inc.) employees to maximize employee productivity and meet the business needs of the organization.

II. PROCEDURE

CFHC, Inc. allows exempt employees who work an additional one and one-half (1 and ½) hours or more in a single eight (8) hour workday or one and one-half (1 and ½) hours or more on a day that is not a normal operating day (e.g., holidays, weekends) to receive comp time on a pro-rata basis. Additionally, CFHC, Inc. allows non-exempt employees to have a flex time schedule, which is an adjustment to employees' schedules from the normal operating days and hours (or an individual employee's modified schedule) within a standard forty (40) hour work week.

It is the responsibility of the employee to obtain permission from his/her supervisor prior to earning comp time or working a flex schedule. There are circumstances in which a supervisor may request that an exempt employee work additional time in an eight (8) hour workday or on a day that is not a normal operating day, or that a non-exempt employee work a flex time schedule. It is the responsibility of the supervisor to make these requests in advance of the need for the adjusted work time.

Compensatory Time

Comp time is only allowed for exempt employees. The allowance for earning comp time is considered a benefit, as there is no legal requirement or obligation for CFHC, Inc. to grant comp time to exempt employees.

The earning of comp time is allowed for circumstances in which an exempt employee works an additional one and one-half (1 and ½) hours or more in a single eight (8) hour workday or one and one-half (1 and ½) hours or more on a day that is not a normal operating day (e.g., holidays, weekends). This time is granted on a pro-rata basis; in other words, comp time is earned in an equivalent amount to the time worked in excess of one and one-half (1 and ½) hours (recorded in 15-minute increments subject to normal rounding).

An employee must request permission from his/her supervisor before earning comp time.

Comp time can only be earned for work hours that are immediately necessary to complete a special project, attendance of a work-required meeting after hours, participation in CFHC, Inc. outreach activities, or work requirements that occur over a holiday or weekend. Comp time is not granted for work that could have been completed during the standard forty (40) hour work week, and comp time is not granted for an employee choosing to work through his/her lunch hour unless there is a scheduled business meeting and the employee meets the other comp time earning criteria.

Employees are responsible for accurately documenting both the earning of comp time as well as the utilization of comp time in the timekeeping system (refer to *HR-703.01 Employee Timekeeping*). Employees are required to enter the earned comp time in the timekeeping system on the day on which comp time is earned. In the comment box, note the times worked and the purpose.

An employee must request permission from his/her supervisor before using earned comp time. The request for utilization of comp time is equivalent to the utilization of vacation paid time off benefits. In the event that the employee has both a balance of comp time and vacation time, comp time is utilized first.

The accrual of comp time is capped at forty (40) hours. The Chief Executive Officer may waive the cap upon request under special circumstances.

Cash payment or payout for accrued comp time is not permitted, including payment upon termination (refer to *HR-500 Paid Time Off*). Employees may not convert comp time to any other form of paid time off leave, and it is not transferable to any other employee. The utilization of comp time during a period of notice (refer to *HR-311 Termination of Employment*) is equivalent to the use of other accrued leave unless the comp time is both earned and utilized during the period of notice.

Flexible Time

Non-exempt employees are allowed to have a flex time schedule, which is an adjustment to employees' schedules from the normal operating days and hours (or an individual employee's modified schedule) within a standard forty (40) hour work week. Any time worked in excess of forty (40) hours within a work week is subject to overtime pay laws (refer to *HR-603 Overtime*).

An employee must request permission from his/her supervisor before adjusting his/her schedule.

Flex time is only granted when it does not unduly disrupt workflow or patient care activities and only when sufficient work exists to provide the employee with the opportunity to be productive before or after regular office hours. Employees are responsible for accurately documenting the adjustment to their schedule to flex time in the timekeeping system (refer to *HR-703.01 Employee Timekeeping*).