California Fire & Rescue Training Authority

POLICY HANDBOOK

POLICY TITLE:	**Compensatory Time Off**	**Issue Date:**	**09/29/2014**
POLICY NUMBER:	**2022**	**Revised:**	

2022.1 Compensatory Time Off (CTO) is an employee benefit program designed to compensate probationary and regular full time employees with a limited amount of paid time off in lieu of overtimepay . CTO can be used for time off due to vacations, holidays, and short term illness or disability (personal or family).

2022.2 This policy shall apply to full-time regular and probationary employees. Temporary, part-time, and limited term employees are not eligible for CTO..

2022.3 Employees who elect to participate in the CTO program may elect to receive CTO in lieu of cash compensation, up to the CTO accrual cap, for properly-approved overtime hours worked.

2022.3.1 The CTO accrual cap shall be eighty (80) hours of CTO.

2022.3.2 An employee who works overtime hours were not properly authorized or approved may not receive CTO in lieu of compensation for such hours.

2022.4 CTO shall be earned at the appropriate overtime rate (1.5 clock hours earned for every 1 clock hour worked over 40 hours in the standard work week).

2022.5 CTO shall be used at a time that is mutually acceptable to the employee and the Authority. Except in the event of illness or injury, CTO must be scheduled in advance similarly to Paid Time Off (PTO).

2022.5.1 CTO Increments: CTO may be taken in hourly increments or with minimums to be determined by the needs of the Authority.

2022.5.2 A Leave Request Form must be completed by the employee and submitted to the employee's immediate supervisor; or, in his/her absence, the Executive Director.

2022.5.3 Leave Request's may not be approved if personnel necessary to properly staff the Authority are not available.

2022.6 Employees may request to convert any or all accrued CTO hours to cash one time per calendar year, with management's right to approve, deny, or modify the request.

2022.7 Each year on or about December 15, the Authority shall arrange to "cash out" all employees' existing CTO accrual bank at the employee's then-current rate ofpay (i.e. base wage) in the final check for that year. Employees will begin each calendar year with a "zero" balance in their CTO accrual banks.

2022.8 At termination of employment for any reason, the Authority shall compensate the eligible employee for all accrued but unused CTO time at his/her straight time rate of pay at the time of termination.