

# California Fire & Rescue Training Authority

## POLICY HANDBOOK

|                       |                              |                    |                   |
|-----------------------|------------------------------|--------------------|-------------------|
| <b>POLICY TITLE:</b>  | <b>Compensatory Time Off</b> | <b>Issue Date:</b> | <b>09/29/2014</b> |
| <b>POLICY NUMBER:</b> | <b>2022</b>                  | <b>Revised:</b>    | <b>10/16/2020</b> |

---

- 2022.1** Compensatory Time Off (CTO) is an employee benefit program designed to compensate probationary and regular full-time employees with a paid time off in lieu of overtime pay. CTO may be used for time off for 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 that were not properly authorized or approved will not receive CTO in lieu of compensation but will receive cash compensation for such hours. Employees may be disciplined for working unauthorized overtime hours.
- 2022.4** CTO will accrue at the rate of 1½ hours off for each hour worked over 40 hours in a standard work week in lieu of overtime pay.
- 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 similar 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 or her absence, the Executive Director in order to use CTO.
- 2022.5.3** Approval of CTO shall be based on operational needs of the Authority. An employee who has accrued compensatory time and requested use of this compensatory time, shall be permitted to use such time off within a reasonable period after making the request, if such use does not unduly disrupt the operations of the agency.
- 2022.6** Each year on or about December 15, the Authority shall arrange to "cash out" all employees' existing CTO accrual bank at the employee's regular rate of pay. Employees will begin each calendar year with a "zero" balance in their CTO accrual banks.
- 2022.7** The Authority shall compensate the eligible employee for all accrued but unused CTO time at the time of termination at the higher of:
- The employee's regular rate of pay as of termination; or
  - The average regular rate during the last three (3) years of employment