

Compensatory Time (Comp-Time)

Non-exempt employees are eligible for compensatory time, as outlined by the State of Arkansas, in accordance with the Fair Labor Standards Act.

What is Comp Time? (Compensatory Time)

Compensatory time is time worked over 40 regular hours during a work week **with supervisor's authorization**. Compensatory time will be earned at the rate of one and one-half hour for each full hour worked in excess of 40 regular hours per week. Regular hours are working hours and do not include any leave time, such as sick, vacation, fitness, etc.

How can I earn comp time?

Comp time should only be earned with your supervisor's approval.

How can I use my Comp Time?

Compensatory time should be used as soon as possible. Compensatory time may be used in lieu of sick leave or annual leave and must be used until the balance is depleted before using annual leave.

If you have more questions about earning or using comp time, please contact Payroll Services:

? A-State Payroll

? 870-972-3454

? Payroll@AState.edu

Revision #7

Created 2025-06-24 16:05:23 UTC by Catherine Naylor

Updated 2025-11-20 16:16:58 UTC by Catherine Naylor