

COMPENSATORY TIME & OVERTIME CALCULATOR

Non-exempt (100% FTE):

	Paid Hours Off (Holiday, Vac, Sick, etc.)	Hours worked	Additional Hours Paid or "Comp'ed"
Regular Time (1x for hours over 40, when not all hours are work or holiday hours, ie. sick leave used during the week)	8 (example Vacation)	40	8 paid at 1x rate or 8 CTO
Regular Overtime (1.5x for hours worked over 40)		48	8 paid at 1.5x rate or 12 CTO
Holiday Pay (1.5x for hours worked on holiday)	8 (Holiday hours)	8	8 paid at 1.5x rate or 12 CTO
Winter Closure (1x for hours worked during closure)	8	8	8 CTO
Emergency Closure (1x for hours worked during closure)	8	8	8 CTO

Exempt:

Holiday Pay (1x)	8	8	* 8 ETO
Winter Closure (1x)	8	8	* 8 ETO
Emergency Closure (1x)	8	8	* 8 ETO
Regular Overtime		None	

Key:

CTO = Compensatory Time Off

ETO = Equivalent Time Off

*Department must track - not kept by HR system