

CITY OF CORAL SPRINGS  
**ADMINISTRATIVE POLICY MANUAL**

CHAPTER: 06 HUMAN RESOURCES POLICIES	POLICY #: 06.03.07
SECTION: 03 COMPENSATION	
SUBJECT: 07 LEAVE FOR EXEMPT EMPLOYEES	
	OFFICE/DEPARTMENT: HUMAN RESOURCES
	EFFECTIVE DATE: 04/01/2007
	CITY MANAGER: Michael S. Levinson
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**PURPOSE**

To establish a benefit for eligible exempt employees not covered by the Fair Labor Standards Act (FLSA) as amended from time to time.

**ELIGIBILITY**

1. Exempt employees not covered under FLSA may be covered under this benefit. The City Manager, based on the recommendation of the Director of Human Resources, shall designate FLSA status of a position classification. Employees in "Acting" status are not eligible under this Policy.
2. Eligible employees may be further defined as those with Incentive Pay System ratings of "meets expectations" or higher as of October 1.

**PROVISIONS**

1. Exempt employees routinely work in excess of the normal forty (40) hour workweek on a regular basis. These employees are expected to work in this fashion.
2. On October 1, eligible employees may be awarded up to forty (40) hours of Compensatory Leave annually.
3. In addition to the forty (40) hours, the City Manager, at his/her discretion, may award an additional 24 hours of Compensatory Leave at any time during the calendar year to a Department Director or Assistant City Manager.
4. Compensatory Leave will be granted to the employee by their immediate supervisor. In order to determine the amount of hours to award, the supervisor should consider the number of hours worked by the employee in excess of normal work hours. The benefit is not intended to be hour-for-hour compensation to the employee.
5. Employees awarded Compensatory Leave shall utilize accrued Compensatory Leave prior to the next October 1. Payment will be made for accruals upon separation.
6. Employees who become exempt during the period, October 1 through September 30, may receive a pro-rated award the following October 1. Any

compensatory accruals earned in a non-exempt capacity shall be cashed out at the non-exempt pay rate prior to an action that causes exempt status to occur.

7. Eligible employees must request use of Compensatory Leave in advance and gain approval prior to such usage.

**ADMINISTRATIVE REPEAL:**

The provisions contained herein shall supersede and replace all prior Policies or procedures regarding this subject including but not limited to Administrative Policy 06.03.07 dated July 1, 1986, October 1, 1993, October 1, 1995, and October 1, 2002.

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Michael S. Levinson, City Manager

Date