

ST. JAMES LUTHERAN CHURCH  
GETTYSBURG, PENNSYLVANIA

Number 2.60  
Subject Compensatory Time  
Effective Date 4/11/00  
Revised 06/18/08  
Committee Personnel

#### Personnel Administration

- I. Compensatory time is only available to staff members who receive hourly wages.
- II. Compensatory time shall be determined at the discretion of the pastors and applies only to those circumstances where they request specific assignments beyond normal work hours.
- III. Compensatory time must be used as soon as possible, but at the latest, used within two pay periods of being earned.
- IV. Part I of the “Approval for Compensatory Time” form must be filled out and placed in the employee’s Personnel file whenever Compensatory Time is approved.
- V. When awarded Compensatory Time is used, Part 2 of the “Approval for Compensatory Time” form must be filled out and placed in the employee’s Personnel File.