

**Exempt Employees Time off
Guidelines**

Comp days is a term specifically used for time earned by an employee (non-exempt and exempt staff) who worked on a holiday or any day that is not your normally scheduled day to work, and therefore earned a day off. This day off must be taken within 30 days. Compensation day(s) can be used only one day at a time.

Flex Time On the other hand, if an exempt employee works additional hours beyond what s/he typically works within a regularly scheduled workday, s/he may, if approved by his/her supervisor, take off an equivalent number of hours within 7 days. Days taken off for flex time will be noted as "Flex Time Off" on the employee's time sheet.

Not more than one flex day or comp day may be added to a vacation period.

None of these are terminal benefits.

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