

Town of Danville- Employee Policy Handbook Update

Policy Update: Compensatory Time Accrual Limit

Effective Date: 1/1/2026

Applies To: All Non-Exempt Employees. Excluding Fire Department Employees

Responsible Department: Clerk-Treasurer

Purpose

To ensure consistent management of compensatory (comp) time, maintain operational continuity, and prevent excessive accruals that may impact departmental budgets and staffing.

Updated Policy

Employees may accrue **no more than two (2) weeks** of compensatory time, equivalent to **80/70 hours** for a 40-hour and 35-hour workweek, respectively.

Key Provisions

1. Accrual Cap

- Once an employee reaches the maximum allowable accrual of **two weeks**, no additional compensatory time may be earned.
- Any hours worked that would otherwise generate compensatory time must be paid out in accordance with applicable wage and hour laws.

2. Monitoring and Employee Responsibility

- Employees are responsible for monitoring their comp time balance to remain within the established limit.
- Supervisors are expected to regularly review balances and ensure staff do not exceed the accrual cap.

3. Use of Compensatory Time

- Employees are to schedule and use comp time in a timely manner to avoid reaching the cap.
- Use of compensatory time is subject to supervisory approval and must consider departmental operational needs.

- Requests to use comp time must be made according to use standards outlined under Leave Benefits (will be included in Employee Handbook as a hyperlink).

4. Payout

- The Town reserves the right to pay out accrued compensatory time at any point.
- In order to efficiently adjust any compensatory time balances over the accrual limit, the Town will issue payout on a paycheck as determined by the Clerk Treasurer's office.