
Fresno USD DIVISION OF HUMAN RESOURCES
HR 2506.1
COMPENSATORY TIME - TEACHERS

Teachers are paid at the substitute rate as specified in the CBA per period for compensatory (comp) time. They can elect to be paid for all comp time earned each year or they may elect to carry over twenty (20) periods of comp time to be used no later than the next semester of the following year.

Any unit member may utilize accumulated compensatory time by notification to the site principal of the intent to use and the date of intended use and by securing a substitute through the procedure for obtaining a substitute. Under normal circumstances, this procedure should be implemented as soon as possible, preferably at least 10 days in advance of the use of compensatory time. Failure to obtain a substitute will be a denial of the intended use. A site principal may request that Division of Human Resources/Labor Relations deny the utilization of compensatory time, however the request must be based on a condition that the unit member's presence on-site is necessary on the day of intended use.

Comp time shall be acquired through all the following options: personnel emergencies, school business, or class coverage requested by site administration. Prior approval by principal or designee is required in order to earn comp time.

1. Upon the accumulation of three (3) periods of coverage, a teacher may be allowed one-half (1/2) day release with the District providing a substitute teacher.
2. The accumulation of five (5) periods of coverage entitles the teacher to one (1) full-day release.
3. A teacher may not be released more than two (2) full days at a time regardless of the number of days accumulated.
4. A teacher may elect to be paid for all accumulated compensatory time at the end of each year at the substitute rate (equivalent to 1/5 of the substitute daily rate of pay per period being compensated) or a teacher may elect to carry over twenty (20) periods for use in the next semester.

The form provided should be utilized to submit comp time for payment at the end of the year. The teacher must ensure that all of the information requested is provided in the format chosen for submission. Records should be kept at the school site for teachers who elect to carry over up to 20 periods of comp time.

A reminder to submit comp time will be sent to all sites on or around May 1st of each year. Submission of comp time to the Division of Human Resources must be no later than June 1st of each year. Forms received by the deadline will be paid in the June pay warrant.

Reference: FTA Bargaining Agreement, Article 7, Compensatory Time

Policy Fresno Unified School District
DIVISION OF HUMAN RESOURCES
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Fresno, California