

OFFICE OF ACCOUNTS AND CONTROL

OAC-COMPENSATORY TIME PROCEDURE

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**COMPENSATORY TIME PROCEDURE
POLICY P-6**

Division Contact:
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Effective 2/1/2018

1. Purpose

This procedure provides guidance for State human resource and payroll offices regarding paying employees for accrued compensatory time that has not been discharged nor paid to the employee before their termination from state service.

2. Applicability

Compensatory time applies to those employees who are members of a bargaining unit whose contract includes “compensatory time” language.

If possible, state agency payroll offices should pay compensatory time hours prior to the employee termination by posting an A-80 (retroactive payment form) or processing a “no-lead”, and using the employee’s current service code. In cases where this is not possible or does not happen in a timely manner, this procedure should be followed.

3. Procedures for Compliance

If compensatory time is owed after an employee is terminated from state service, agencies should process a corrected CS-5 form to pay compensatory time hours owed. The hours are to be stated on the CS-5 as “Comp Time” and should be posted with the employee’s prior service code, not code 76. (Service Code 76 should only be used to pay out any vacation and/or sick time owed after an employee has been terminated from state service.) The “Comp Time” payout can either be added to the payroll or the agency may process as a “no-lead”.

State of Rhode Island
Department of Administration

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4. Signatures



State Controller

6/8/18
Date



Director of Administration

6/8/18
Date