**Purpose**

Provides HRSC with a consistent practice on the payoff of CTO when non-exempt employee moves to exempt classification.

**Precipitating Event**

Promotion or reassignment of an employee in a non-exempt classification to an exempt classification on a temporary, probationary or permanent basis.

**Time Off Accumulations**

When a non-exempt employee is reassigned or promoted to an exempt classification, HRSC and/or the employee’s department must determine if the employee has earned and has not used Compensatory Time over (CTO), Holiday Credit (HC) (Unit 8 only), and/or Alternate Day Off (ADO), as applicable.

- HRSC Payroll unit will identify the amount of CTO and HC that the employee has earned and has not used.
- The employee’s department is responsible for determining if the employee has earned and has not used ADO.

**Procedure**

1. HRSC will notify the employees’ department if the employee has earned but not used CTO or HC.

2. If possible, at the discretion of management, the employee’s department will allow the employee to use the ADO prior to becoming exempt or within the first month after becoming exempt.
   a. If the employee cannot or does not use the ADO as provided above:
      i. If the employee is/was in a CSUEU represented classification, pay the employee for the ADO at the non-exempt rate.
      ii. If the employee is/was in another bargaining unit, the ADO will no longer be available for the employee’s use.

3. If the employee has earned and has not used CTO or HC:
   a. Employees may carry their CTO and HC balances for six (6) months and one (1) day.
   b. CTO and HC may not be used by employees when they are in exempt classifications. (Note: When placing an employee retro-actively into an exempt classification, this could result in a payout without 6 months’ notice.)
   c. At the end of six (6) months plus one (1) day, if the employee is still in the exempt classification, the CTO and HC shall be paid to the employee at the employee’s last salary prior to becoming exempt.