



The Planetary Science Institute

2.06.4 COMPENSATORY TIME

Policy No.: 2.06.4

Effective Date:

Last Revision Date:

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POLICY

Nonexempt workers must be paid for every hour they work. In the event a supervisor desires to modify an employee's work schedule to deviate from an eight (8) hour day, the supervisor must contact HR to review state law constraints. Compensatory time off is not needed for exempt staff. Their work schedule is unconstrained by state regulations.

View this policy online: (<https://handbook.psi.edu/policy/2-06-4-compensatory-time/>)