**Comp time policy (Siragusa Foundation, 2014)**

Comp Days - A supervisor may choose to grant compensatory time off to exempt employees who are required to work during weekends or any normally scheduled time off. For example, Foundation board meetings take place twice a year on Saturdays, during which key employees are required to be present. Employees who work these days may request a compensatory day, which must be taken within the next pay period following the board meeting during which the time was earned. This time off must be discussed and scheduled ahead of time with the employee's supervisor and once permission granted, duly noted on the appropriate days off log and marked on the master calendar. Supervisors may deny the request if the use of compensatory time will "unduly disrupt" Foundation operations.

There is no legal requirement or obligation of the Foundation to grant compensatory time off to exempt employees. Please note, extra hours, weekend or evening work may, from time to time, be required of exempt employees without supplemental compensation, and these instances do not fall within the purview of this policy. Unused compensatory time will not be paid out upon leaving employment.