



Ohio Administrative Code Rule 123:1-43-02 Compensatory time.

Effective: July 31, 2023

(A) An employee may use compensatory time earned in accordance with rule 123:1-43-01 of the Administrative Code at a time mutually convenient to the employee and the appointing authority within the usage period set forth in section 124.18 of the Revised Code.

(B) Compensatory time is not available for use until it appears on the employee's earnings statement and the compensation described in the earnings statement is available to the employee.

(C) An employee, not designated as overtime-exempt, will be paid for compensatory time earned in accordance with rule 123:1-43-01 of the Administrative Code which has not been used within the usage period set forth in section 124.18 of the Revised Code or upon separation.

(D) When payment is to be made for compensatory time not used, it will be converted back to overtime hours by applying a factor of two-thirds and making payment at the overtime rate which is effective for the employee at the time the compensatory time is paid.

(E) All compensatory time is to be used before an employee is granted a leave of absence without pay, except as otherwise permitted under state or federal law.
