

## Part 415 – Leave

### Subpart A – General

#### ME415.2 Policy

##### A. General Provisions

- (1) Employees are reminded that overtime work must be pre-approved, using form [ME-PERS-269](#). If the employee will receive premium pay for the overtime worked, the State Conservationist must approve the overtime work. Compensatory leave in lieu of premium pay may be approved by the supervisor. Typically, regular compensatory leave balances may not exceed forty hours unless approved by the second level supervisor. The State Conservationist must approve balances in excess of eighty hours. Regular compensatory leave expires 26 pay periods after it is earned, so employees and supervisors should be careful to monitor earnings and usage to ensure earned compensatory leave can be used within regulatory timeframes. Note that FLSA-exempt employees may be directed to accrue compensatory leave in lieu of premium pay. Non-exempt employees may accrue compensatory leave only if they request leave in lieu of premium pay in writing.
- (2) Credit leave, up to two hours per day, may be earned by employees on flexible work schedules when performing work within a permanent or temporary duty station. Credit leave balances, not to exceed 24 hours for full time employees, may be carried over to the next pay period.
- (3) NRCS policy states that duty and leave time is reported as follows: in increments of 15 minutes, on scheduled work days between the hours of 6:00 a.m. to 6:00 p.m.; and/or before 6:00 a.m. and after 6:00 p.m. to voluntarily attend night meetings, work on projects, etc. with supervisory approval. Timesheets need to be recorded accurately with the actual hours you work or use any kind of leave, credit, or compensatory time.
- (4) The supervisor has the authority to approve or deny an employee's request to take annual leave, credit leave, and compensatory leave based on workload and work requirements. Any request for leave in excess of three workdays must be requested in advance on Form OPM 71, Request for Leave or Approved Absence.