

Credit Hour Program (pay-capped, not IFP)

1. Credit hours under this program are for employees who are limited (can't earn the maximum authorized hours of overtime in a biweek) or barred (can't earn any overtime in a biweek) from earning compensatory time or overtime due to the statutory pay cap.
2. To participate in this program, employees must be on a flexible work schedule – either IFP or 8 hour flexible schedule.
3. Credit hours may be earned 4:30 am to 11:59 pm on weekdays and weekends.
4. The amount of credit hours that can be earned on Saturdays and Sundays during one biweek is sixteen hours.
5. Credit hours must be earned before being used.
6. Employees may carry-over a balance of 24 hours of credit hours from one biweek to another.
7. The combined total of credit hours and compensatory time hours (excluding religious compensatory time hours) carried over from one biweek to the next may not exceed 80 hours.
8. Those that are limited from earning compensatory time or overtime due to the pay cap should first work overtime/compensatory time to their limit before working credit hours. The total accrual of overtime/compensatory time and credit hours may not exceed the maximum amount of overtime approved for the pay period.
9. The combined total of credit hours and compensatory time hours earned in a fiscal year may not exceed 400 hours in a fiscal year. Maternity/paternity and religious compensatory time are excluded from this limit.
10. The performance standards for working credit hours are the same as for compensatory time.
11. Part-time employees may earn and carry-over a prorated number of credit hours. The number of hours that can be earned is prorated the same as compensatory time hours. The number of credit hours which can be carried over is equal to one-fourth of their biweekly scheduled hours.
12. See ["Holiday Leave and Working on a Holiday", November 2019](#) for information on working credit hours on a holiday.

Credit hours rules

13. The use of credit hours follows the same procedure as the use of annual leave.
14. Credit hours may not normally be earned on a day when the employee is incapacitated due to illness or uses leave for the entire day.
15. Credit hours should not be used to constantly avoid working core hours.
16. Employees in this Program are responsible for making arrangements to complete work assignments when due.