



DEPARTMENT OF THE ARMY
HEADQUARTERS, EIGHTH UNITED STATES ARMY
UNIT #15236
APO AP 96205-0009

REPLY TO
ATTENTION OF:

DHRM-LPM

14 MAR 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Eighth United States Army (EUSA) Overtime Policy

1. References:

a. Memorandum, HQ, EUSA, 18 May 2001, subject: Use of Compensatory Time for US Appropriated Fund Civilian Personnel.

b. Memorandum, HQ, EUSA, 09 May 2005, subject: Eighth US Army (EUSA) Overtime Policy.

c. Title 5 USC, Subchapter V, Section 5543 (a) (1) and (2).

d. Title 5 CFR, Part 550, Subpart A, Section 550.114.

e. Title 5 CFR, Part 551, Subpart E, Section 551.531.

2. Present policy requires that organizations maximize Eighth US Army limited resources by taking appropriate measures to eliminate overtime pay. Therefore, this memorandum offers guidance and reiteration of policy on key requirements for controlling, monitoring and managing compensatory time and minimizing payments for unused compensatory time.

3. Compensatory time off (commonly referred to as "comp time") is an alternate method of payment used in lieu of overtime premium pay.

4. Management may not require GS employees earning less than the maximum pay of GS-10 and Federal Wage System employees to substitute compensatory time for a salary payment of overtime. However, at the request of an employee, management may grant these employees compensatory time off from their scheduled tour of duty instead of payment of overtime.

5. When a decision is made to authorize overtime, management should direct employees whose rate of basic pay is in excess of GS-10, step 10, to take compensatory time in lieu of salary payment.

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6. Management should also require that all employees schedule compensatory time off within a reasonable period of time after it is earned.
7. Compensatory time off should be used before the end of the 26th pay period so that it does not convert to payment at the overtime rate at which it was earned. One effective way to accomplish this is for managers to require the use of compensatory time prior to approval of an employee's request for annual leave.
8. Note that KGS employees must use accumulated compensatory time within three pay periods after it is earned or it is forfeited.
9. For further assistance and information concerning this memorandum or any other advice concerning this issue, please contact Ms. Corine T. Rodriguez at telephone number 724-3293 or email: corine.t.rodriguez@korea.army.mil.



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