



# POLICY

<b>Approved by:</b> Rebecca R. Hunter, Commissioner	<b>Policy Number:</b> 12-035
<b>Signature:</b> <i>Rebecca R. Hunter</i>	<b>Supersedes:</b> 11-048, 05-021, 02-026
<b>Application:</b> Executive Branch Agencies, Human Resource and Payroll Officers, Supervisors	<b>Effective Date:</b> October 3, 2012
<b>Authority:</b> T.C.A. § 4-3-1703, T.C.A. § 8-30-104	<b>Rule:</b> Chapter 1120-06

Subject:

## Recall from Holiday or Approved Annual and Compensatory Leave

Employees who are given less than seventy-two (72) hour notice of the requirement to work prior to the beginning of approved annual or compensatory leave, or of the requirement to work on a holiday, shall be paid at a rate equal to one and one-half (1.5) times their regular hourly rate for those hours he or she is required to work.

Employees who are notified to return to work while they are on approved annual or compensatory leave shall be paid at a rate equal to one and a half (1.5) times their regular hourly rate for all hours he or she is required to work, even though the employee may have been given more than seventy-two (72) hour notice.

An employee will receive an additional one-half (.5) times the amount of his or her regular pay as a supplemental payment. The additional one-half (.5) times amount is the difference between the employee's regular overtime rate and the employee's premium overtime rate.

To be eligible, the employee must have been approved for a full day of annual and/or compensatory leave on the day affected, or have been scheduled to be off the entire day on a holiday. Employees called back into work on a holiday may receive additional compensation for all hours worked on the holiday, regardless of scheduled hours for that day.

Executive level employees (exempt employees who receive no overtime compensation) and part-time employees, scheduled to work less than 1,600 hours in a fiscal year, are not eligible. In addition, employees do not receive additional compensation if the hours worked are already paid at the premium rate (time and a half), whether those hours are paid as cash or compensatory time.

An appointing authority should submit to the Department of Human Resources a document signed by both the employee and the employee's supervisor, recording the hours worked without having given a

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seventy-two (72) hour notice. The document must be submitted to the Technical Services Division within ten (10) working days after the time is worked and shall include a payroll supplemental form and copies of an affected employee's timesheets.

Questions regarding this policy may be directed to the Technical Services Division.

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