



Compensatory Time Off Policy – Exempt Employees

Policy Statement

BBK Consulting, Inc. (the Company) assumes that extra hours, weekend or evening work may, from time to time, be required of exempt, salary employees without supplemental compensation.

Purpose

The purpose of the policy is to outline the policies and procedures in place at BBK Consulting, Inc. to handle overtime for exempt, salary employees. In situations where overtime is authorized of exempt, salary employees, compensatory time off may be granted by the Company in accordance with the following guidelines.

Definition

Compensatory Time Off is defined as time off granted to exempt, salaried staff for working beyond their normal work schedule.

Procedure

When necessary, Compensatory Time Off will be granted to exempt, salary employees who are required to travel by air on a Saturday or Sunday as a representative of BBK Consulting, Inc. In such cases, an employee will receive eight hours (one regular scheduled work day) as compensatory time off. In order to receive compensatory time off, it is the responsibility of the employee to inform and receive approval from their direct manager prior to booking the air travel. In the event that manager permission is not received prior to travel, granting compensatory time off is at the discretion of the direct manager and BBK Consulting, Inc.

Compensatory time off must be taken by an employee within 60 days of the date of which it was granted. An employee wishing to use compensatory time off must first make the request, in writing, no less than two (2) weeks in advance to their direct manager. BBK Consulting, Inc. will do its best to accommodate all requests, however, requests may be denied due to unreasonable disruption to business operations.