

**POLICY: Comp Time Utilization**

November 2017

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Clemson Athletics is subject to the leave policies, procedures, and guidelines established by Clemson University and its Office of Human Resources. Athletics Department employees who accrue Comp Time for work over 40 hours in a given workweek should make every effort to utilize the accrued Comp Time within a calendar year.

Additionally, "Comp Time Taken" should be the leave request type for any employee with Comp Time accruals and less than the maximum carryover limit of 45 days of Annual Leave accrued.