

COUNTY OF SUFFOLK



OFFICE OF THE SHERIFF

VINCENT F. DEMARCO
SHERIFFPLEASE POST
MEMORANDUM

TO: All Personnel

FROM: Chief of Staff Anthony G. Papparatto 

DATE: October 6, 2016

SUBJECT: Compensatory Time

Be advised the cut-off date to earn time owed to be used in 2016 is **October 23, 2016**. Any compensatory time earned up to and including October 23, 2016 will be paid in the End of the Year Compensatory Time check on December 15, 2016. If you do not want this time to be paid out, time owed days must be pre-scheduled in CJIS by midnight on November 1, 2016.

FLSA overtime calculations for straight time/overtime earned from October 10, 2016 to October 23, 2016 will be complete, 'on the books', by October 27, 2016. Please remember all time owed days must be pre-scheduled in CJIS by midnight November 1, 2016, or they will be paid out on December 15, 2016.

Any time earned on October 24, 2016 or later will be carried over into 2017 and can only be used for days off in 2017.

Be advised that requests for X-Time, personal or compensatory time for the calendar year 2017 will be accepted by the Payroll Office on Monday, November 28, 2016. On this Monday, it is required that each employee submit and stamp ONLY his or her OWN requests for time off. Under NO circumstances shall an employee be permitted to submit another employee's request for time off. The Payroll Office will start accepting time off slips at 6:00 AM. Please remember, compensatory time may not be requested until it is earned.

cc: Chief Deputy Sheriff Michael P. Sharkey
Warden Michael J. Franchi
Deputy Sheriff's Benevolent Association
Correction Officer's Association

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