**Section 500.360 Overtime**

a) Overtime: For those positions approved by the Director and designated on lists maintained by the Director, authorized work in excess of an approved work schedule shall be overtime. Such work may be compensated for in cash or compensatory time as determined by the department. Overtime work shall be distributed as equitably as possible among qualified employees competent to perform the services required when overtime is required. Employees shall be given as much advance notice as possible. Except where required by law, time spent in travel shall not be considered overtime.

b) Compensatory Time: An employee's overtime accumulation shall be liquidated by the utilization of compensatory time off, when such utilization is practical. Where the approved work schedule is less than a 40 hour work week, overtime shall be compensated as a straight time rate. Work in excess of a 40 hour week shall be compensated at time and one-half.

c) Compensatory Time Schedule: Compensatory time shall be scheduled at the employee's preference excepting in those circumstances where, with reasonable certainty, such absence would be harmful to the operation of his/her work unit.

d) Overtime Compensation in Cash: Whenever it is not practical to liquidate an employee's overtime with compensatory time off, the employee shall be reimbursed in cash. Such payment shall be paid at straight-time rate for work in excess of the approved work schedule but less than a 40 hour work week. Work in excess of a 40 hour work week shall be paid at time and one-half.

e) Overtime – Accumulation: All employee overtime compensation shall be liquidated within 45 calendar days of its accumulation.

f) Overtime Payable Upon Death: Upon the death of an employee, the person or persons specified in Section 14a of "An Act in relation to State finance," approved June 10, 1919, as now or hereafter amended (Ill. Rev. Stat. 1981, ch. 127, par. 150a), shall be entitled to receive from the appropriation for personal services theretofore available for payment of the employee's compensation such sum for accrued overtime as would have been paid or allowed to such employee had the employee survived.

(Source: Amended at 5 Ill. Reg. 890, effective January 9, 1981)