


<b>2002.02</b>	<b>COMPENSATORY TIME CASH OUT - STANDARD OPERATING PROCEDURE</b>	
<i>This procedure is for internal use only and does not enlarge an employee's civil liability in any way. The procedure should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this procedure, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>		
<b>Related Policies:</b> HFD All Personnel Memo Feb. 9, 2024, HFD All Personnel Memo Oct. 30, 2017. <b>Applicable HI Statutes:</b> N/A		

**I. PURPOSE**

To establish a uniform procedure for all personnel to cash out accumulated compensatory time off (CTO).

**II. APPLICABILITY**

This Standard Operating Procedure (SOP) applies to all Hawai'i Fire Department personnel with an accumulated CTO balance.

**III. PROCEDURE**

1. Employee
  - a. Employee submits a memorandum to the Fire Chief via chain of command through Fiscal requesting CTO cash out.
  - b. Required Information: Memo must include
    - i. Employee name, rank or position, and station/unit (or Division)
    - ii. The number of hours requested
    - iii. Requestor's current CTO balance and "as-of" date and source (CoHnect)
    - iv. Preferred pay date (optional)
2. Chain-of-Command Review: Each level reviews for completeness and operational impacts (if applicable) and forwards to Fiscal prior to the memo reaching the Office of the Fire Chief.
3. Fiscal Review (Pre-Approval):
  - a. Verifies CTO balance and eligibility
  - b. Confirms the funding is available, and
  - c. Forwards recommendation to the Fire Chief
4. Approval Authority: Fire Chief approves or denies request
5. Post Approval: If approved, memo is forwarded to Fiscal for payment processing. Payment will be issued through normal payroll and generally within 30 days of final approval. Preferred payment dates may be considered but are subject to payroll cutoffs and cannot be guaranteed.

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**6. Denials:**

- a. All attempts will be made to grant employee's request. If the request is denied for any reason, the employee shall be notified and provided reason.
  - i. Employee may resubmit new memo for reconsideration.

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