



*Knowledge to Go Places*

Department of Clinical Sciences  
Veterinary Medical Center  
College of Veterinary Medicine  
and Biomedical Sciences  
300 West Drake Road  
Fort Collins, Colorado 80523-1678  
Phone: (970) 297-1274  
FAX: (970) 297-1275

TO: State Classified Employees in the Department of Clinical Sciences

FROM: Mary Ann Valdez  
Sr. Business Officer, Clinical Sciences  
HR Officer, CVMBS

SUBJECT: Clinical Sciences Compensatory Time Policy

This document is intended to communicate the Clinical Sciences compensatory time policy that is effective with the start of FY08.

**Definitions:**

**Eligible Employees:** Employees defined as being eligible for OT

**Defined Work Week:** The University and subsequently the College has defined the work to be 12:01 a.m. Saturday through midnight Friday.

**Compensatory Time:** Hours worked in excess of 40 hours in a defined work week. This time is accrued at 1.5 hours per hour of time worked beyond 40 hours in the defined work week. Hours in excess of 40 hours may include approved sick and annual leave.

**POLICY:**

Compensatory time is only valid when authorized in advance and preferably in writing by the immediate supervisor. Once the time is earned, every effort should be made by the supervisor to allow the employee time off in the current defined work week to use the compensatory time. This time off would be granted at an hour per hour basis. If this is not possible due to scheduling conflicts, compensatory time is earned at the rate of 1.5 hrs to every hour over 40 worked, and is noted as "compensatory time earned". It is at the discretion of the Department Head as to the appropriateness of paying this compensatory time earned, or requesting that the employee utilize this compensatory time off as time off in addition to appropriate annual leave earnings. **At no time shall an employee accumulate more than 40 hours of compensatory time without advanced written approval from the main Clinical Sciences Department office.** Due to the nature of the earned compensatory time (1.5 hours per hour earned), this would limit the employee to approximately 27 hours of time in excess of 40 hours during a defined work week of total accumulation at any point in time.