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DATE:

TO:

FROM: Department Head, Director or Head of Unit affected

SUBJECT: Compensatory Time Policy

This document is intended to communicate to the state classified employees of \_\_\_\_\_ the compensatory time policy that is effective \_\_\_\_\_.

According to the University's Human Resource Manual, the Compensatory Time policy addressed in Section 1: General Provisions, item #13 states:

***Standard Provision*** – ***A nonexempt salaried employee may accumulate up to 160 hours of overtime equating to 240 hours of compensatory time at any given point in time. Any overtime worked in excess of this amount of accumulated overtime hours must be paid for in cash at the next regular pay period.***

***Accumulated "comp" time must be scheduled and taken as soon as practical.***

The policy implemented for the \_\_\_\_\_ unit, will be as follows:

Compensatory time is only valid when authorized in advance and in writing by the immediate supervisor. Every effort will be made by the supervisor to utilize straight time within the defined work week if excessive hours are worked at the beginning of said work week to eliminate compensatory time accumulation. Work over eight hours on a single day may be balanced by time off in the same work week at a time mutually agreeable to the employee and supervisor. Authorized paid leaves, holidays and compensatory time off are counted as time accrued for purposes of determining overtime/comp time. Eligible state classified employees who are authorized to accumulate compensatory time will do so at 1.5 times the hours in excess of 40 hours in a work week. ***At no time shall the employee accumulate more than \_\_\_\_\_ hours of compensatory time without advanced written approval from \_\_\_\_\_.*** ***Any employee who has accumulated compensatory leave balances will be required to utilize this leave within \_\_\_\_\_.*** (insert period of time to be used here). Accumulated compensatory time will be exhausted before annual leave is utilized for approved leaves.

**Definitions:**

**Non exempt employees** are those employees designated by Human Resource Services as eligible to receive overtime or compensatory time using the provisions of the Fair Labor Standards Act.

**Defined work week** for all University departments and subsequently the CVMBS begins at 12:01 a.m. each Saturday. Alternate work weeks must be approved by the Director of Human Resource Services.

**Compensatory time** is time worked in excess of 40 hours in the defined work week. Compensatory time is earned at a rate of 1.5 hours per additional hour worked in excess of 40 hours.

**Straight time** are any hours in excess of eight hours in a work day that can be used prior to the end of the defined work week.