

## ***Compensatory Time Policy for Unclassified Exempt Staff***

<b>Policy #</b>	HR002.1
<b>Policy Type:</b>	University
<b>Responsible Executive:</b>	Chief Business Officer
<b>Responsible Office:</b>	Human Resources
<b>Originally Issued:</b>	February 10, 2005
<b>Latest Revision:</b>	August 1, 2017
<b>Effective Date:</b>	August 1, 2017

### **I. Policy Statement**

The Compensatory Time Policy for Unclassified Exempt Staff establishes how unclassified exempt employees are compensated for work performed in excess of the normal work week using compensatory leave.

### **II. Purpose of Policy**

The Compensatory Time Policy for Unclassified Exempt Staff defines the parameters and guidelines associated with earning and using compensatory leave. The normal business of a university or college campus is not restricted to the 40-hour work week observed by many state agencies. Many functions and activities occur in the evening hours and on weekends when certain unclassified exempt employees are required to attend.

### **III. Applicability**

Unclassified FLSA Exempt Staff

### **IV. Definitions**

**Compensatory Time** – time accrued on an hour-for-hour basis for work performed in excess of the normal workweek.

**Unclassified Exempt Staff** – staff positions that are exempt from the Fair Labor Standards Act (FLSA) from earning overtime.

### **V. Policy Procedure**

#### **Compensatory Time and Compensatory Leave Administration**

- Compensatory time may be granted when an employee is required to work extended hours, he/she may request permission to earn compensatory time. Work undertaken while at home does not permit the earning of compensatory leave nor do extra hours worked by choice of an employee.
- Not more than 45 hours may be earned during any calendar year. Compensatory leave can be used for any purpose with the approval of their immediate supervisor and/or budget unit head.
- No accrued unused compensatory leave may be carried forward into a new calendar year. An appointing authority may require employees to use their earned compensatory leave at any time. Employees will not be paid the value of their accrued compensatory leave upon separation from their unclassified position.

- In the event an employee transfers without a break in service to another position within the State service, compensatory time may be credited to the employee at the discretion of the new appointing authority. Compensatory time shall be terminated when an employee separates from State service.
- The “Request for Prior Approval to Earn Compensatory Time” must be approved prior to earning compensatory time and submitted with the employee’s time sheet report.
- A “Request for Leave” form must be signed by the immediate supervisor prior to taking compensatory leave and submitted with the employee’s time sheet report.
- While on approved travel on a regular university workday, an employee may earn a maximum of five (5) hours of compensatory time for hours worked outside of regular working hours. An employee can earn a maximum of eight hours per day during weekend travel.
- Employees will not earn compensatory time for routine meals, social events, tours, etc. which are not required by the employer unless specifically approved by the President of the University.
- Employees cannot earn compensatory time while “on call” status.
- When an employee has earned a total of 45 hours of compensatory time during any calendar year, further approval of compensatory time shall cease. Supervisors and/or budget unit heads are to take necessary precautions to preclude approval of compensatory time beyond the maximum allowed. Use of flextime is encouraged in managing employee time during a pay period.

## **VI. Enforcement**

Earning of compensatory time must have prior approval of the immediate supervisor and/or budget unit head, whichever is appropriate. The appropriate vice president must periodically review compensatory time earned by those employees working within his/her division.

## **VII. Policy Management**

The Chief Business Officer is the Responsible Executive accountable for the management of this policy. The Office of Human Resources is responsible for maintaining this policy.

## **VIII. Exclusions**

The positions listed below do not earn compensatory time. Exceptions may be made to permit these employees to be exempted from having to take leave when the University is officially closed. Such exceptions shall be included in the appointment letter of the individuals involved. In all events, any employee who is entitled to earn compensatory time under the Fair Labor Standards Act (FLSA) shall earn such in accordance with the Civil Service Rules and Regulations.

Compensatory time shall not be earned by the following employees:

President	Deans
Vice Presidents	Chief Business Officer
Chief Communication Officer	Chief Administrative Officer
Special Assistant to the President	Athletic Directors
Athletic Coaches	

## IX. Effective Date

The effective date of this policy is August 1, 2017.

## X. Adoption

This policy is hereby adopted on this 1<sup>st</sup> day of August, 2017.

  
\_\_\_\_\_  
Dr. Bill Graves, Chief Business Officer

## XI. Appendices, References and Related Materials

University of Louisiana System Policy F.S.III.XXI.-1 Leave Record Establishment and Regulations for all Unclassified, Non-Civil Service Employees

<http://www.ulsystem.net/assets/docs/searchable/boards/FS-III.XX.-1%20Leave%20Record%20Establishment.pdf>

Request for Prior Approval to Earn Compensatory Time

## XII. Revision History

Original adoption date: February 10, 2005

Revised August 1, 2017: Revisions include transferring to the new policy format, policy name change, adding positions not eligible, and minor wording changes.