

Procedure: **COMPENSATORY TIME FOR EXEMPT CLASSIFIED STAFF**

Police Number: 40.0

Date Adopted: 10/03/80

Revisions: 10/30/86; 01/14/87; 01/01/90; 01/02/92; 12/03

References: FLSA, Title 29 USCA Chap, 8, Sec 201-219, as amended

- 1) Hours worked in excess of 40 hours in a workweek shall be reported on the employee's official time record during the month in which it is earned or the time will be forfeited.
- 2) An exempt employees' supervisor determines whether hours worked by the employee in excess of 40 hours in a work week will be accrued as exempt compensatory time.
- 3) An exempt employee must obtain approval from his/her supervisor in advance, whenever possible, to work hours that may result in the accrual of exempt compensatory time.
- 4) In no instance shall an exempt employee accumulate more than 160 hours of exempt compensatory time.
- 5) Accrued exempt compensatory time may be taken off by the employee on a date mutually agreed to by the employee and the supervisor during the employee's regular work schedule. If a mutually agreeable date cannot be identified, a supervisor may require an exempt employee to take accrued exempt compensatory time off during any workweek.
- 6) A supervisor may adjust the schedule of an exempt employee within a workweek to avoid the accrual of compensatory time.
- 7) Exempt compensatory time may be transferred with the employee to another University department provided the new department agrees. A department is not obligated to accept any exempt compensatory time when an employee transfers. The department, at its discretion, may agree to accept some or all accrued exempt compensatory time, up to a maximum of 160 hours.
- 8) There shall be no lump sum cash compensation for accrued compensatory time upon transfer, or termination of employment, or at any time.
- 9) Accrued exempt compensatory time shall not be used to extend an employee's termination date.