

**COMPENSATORY TIME**

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UA Cossatot defines compensatory time is defined as time earned for work performed in excess of forty (40) hours in the work week. Compensatory time may not be earned in less than fifteen (15) minute increments, and may not be earned during an employee's lunch and/or authorized break periods.

All UA Cossatot employees performing qualifying non-exempt work within a work week will accrue compensatory time at the rate of one and one-half times the number of hours worked in excess of 40 hours. Non-exempt employees are eligible for compensatory time in lieu of overtime payment.

Compensatory time may be used in lieu of sick leave and may be used until the balance is depleted before using annual leave.

Compensatory time may be earned or used only with the prior approval, in writing, by the employee's immediate supervisor.

HLC Criterion: 2A.2

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**Policy History:**

September 8, 2014  
August 29, 2014  
January 1, 2011  
July 30, 2001

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Procedures:

1. At times, qualified non-exempt employees may need to work additional hours, exceeding the 40 hour workweek. To do so, employees must submit a Compensatory Time Request form to the immediate supervisor. This form must be approved in advance of the additional hours being worked.
2. If Compensatory Time is approved, the employee will track of the additional hours worked and submit the proper paperwork to the Payroll Office for Compensatory Time calculation. Compensatory Time will only be earned in 15 minute increments.
3. The Payroll Office will compute the Compensatory Time at one and a half times the additional hours worked over 40.
4. The Payroll Office will record the amount of Compensatory Time earned in the record books and keep a running balance of time used.
5. The employee must use the Compensatory Time as quickly as possible. A form will be submitted to the Payroll Office as this time is used up.

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**Procedure History:**

November 8, 2013

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