

Compensatory Time Frequently Ask Questions

1. **What is overtime?**

Overtime is pay for work performed in excess of 40 hours in a work week. Overtime hours will be paid at time and a half of the regular rate of pay (with exception of Law Enforcement, their work period is 14 consecutive days and overtime applies to all hours worked in excess of 80 hours in one work period).

2. **What is compensatory time?**

Overtime compensation may be in the form of cash or compensatory time for all hours worked over 40 hours in a work week (except for Law Enforcement). Compensatory time is “paid time off from work” instead of overtime pay. It will be granted at a rate of one and one half hours for each hour of overtime worked. For example, 6 hours of overtime equals 9 hours of compensatory time.

3. **Who is eligible to earn overtime or compensatory time?**

Upon agreement of the employee and University, non-exempt employees shall receive compensatory leave for all hours worked in excess of 40 in a workweek. If agreement for this election cannot be reached, the University shall make cash payment for overtime worked.

4. **Does leave and holidays count towards overtime?**

Only holidays are counted as hours worked when calculating overtime. No other types of leave count as hours worked.

5. **Is my supervisor required to approve overtime?**

Yes, a non-exempt employee must receive approval from his/her supervisor prior to working overtime hours.

6. **What happens if I work overtime without prior approval from my supervisor?**

Non-exempt employees who engage in unauthorized overtime work may be subject to disciplinary action.

7. **Is there a limit to the amount of compensatory time I can accrue?**

There are maximum annual accrual limits. Non-exempt employees may accumulate up to 80 hours of compensatory time and law enforcement may accumulate up to 120 hours of compensatory time. As a contingency, the supervisor can request that an employee use or sell any compensatory hours earned in excess of 80 hours. As of June 30 each year any amounts over these maximums are automatically paid out to the employee.

8. How do I ensure my compensatory time is documented?

Non-exempt employees are required to record all hours worked and all compensatory time earned and taken on their timesheet in MyWings. Compensatory time balances can be viewed after opening a timesheet.

9. Who determines if I receive overtime pay or compensatory time?

Non-exempt employees may make an election to receive overtime pay or compensatory time pay. The election can be made once per quarter.

10. Should I use my compensatory time before I use my annual leave?

Yes, employees must use accrued compensatory time prior to using any other type of leave.

11. Is my supervisor required to approve my use of compensatory time?

Yes, since compensatory time is “time away from work,” you must receive your supervisor’s approval to use your compensatory time. Supervisors are encouraged to honor each employee’s request to use his/her compensatory time. However, supervisors should take into consideration workloads, work distributions and similar factors that will be subject to the approval or denial of compensatory time.

12. Can my supervisor tell me when to use compensatory time?

Your supervisor can request that you take your compensatory time on certain days, as long as those are your regularly scheduled work times. Refer to the Collective Bargaining Agreement for additional details.

13. Does my compensatory time expire if I wait too long to use it?

No, your compensatory time does not expire, but as of June 30 each year, the portion of any compensatory time balances that exceed the maximum annual accruals will be automatically paid out.

14. When does UNF payout compensatory time?

Compensatory leave may be paid out at the employee’s request. Also, as of June 30 each year the portion of any compensatory time balances that exceed the maximum annual accruals will be automatically paid out.

15. What happens if I separate employment from UNF?

Compensatory time is a form of wages; therefore all of your unused compensatory time must be paid when you separate employment.

16. What happens if my position changes from non-exempt to exempt?

If your position changes from non-exempt to exempt or you accept another position that is exempt within UNF, compensatory time must be used or paid prior to you starting in the exempt position.