Procedure: Compensatory Leave (Comp Leave)

Purpose: To provide employees with paid leave as compensation for working beyond their normal scheduled hours but not actually working more than 40 hours in a workweek.

Eligibility: Full and part-time (20 – 40 hours per week) salaried Non-Exempt University Staff

Important: The department’s HRMS Specialist updates the employee’s earnings policy in the on-line self-service time and leave system to indicate whether compensation will be provided as paid leave (comp earned) or as straight-time pay. The decision is to be made by the department, but employee must be notified in advance. The default is pay. Compensatory Leave is earned on an hour-for-hour basis and it expires 12 months from the date it was earned.

Requesting Leave:

Employee’s responsibility:

- Notify supervisor according to departmental procedure of request to use Comp Leave (as far in advance as possible)
- Be aware of “use or lose” dates for comp leave
- Work additional hours only as directed by supervisor
- Inform supervisor of any change of plans that affect the leave request

Supervisor’s/Department’s responsibility:

- Approve the request of Comp Leave used
- Assign and approve any additional hours worked beyond the employee’s normal work schedule
- Provide employee with “use or lose” reports quarterly
- Have employee, timekeeper, supervisor, or department representative enter all additional hours actually worked beyond the employee’s normal work schedule on the on-line timecard; the on-line self-service time and leave system will automatically provide straight-time pay or comp earned based on the employee’s earning policy (department’s HRMS Specialist updates the employee’s earnings policy)
- Have employee, timekeeper, supervisor, or designated representative enter leave used on the on-line timecard by selecting leave type – Comp Leave
- Make corrections by submitting a paper timesheet to the UHR Leave Center

UHR’s responsibility:

- Provide information and counseling regarding Comp Leave to the employee and department
- Verify and ensure the appropriateness of all supporting documentation
- Ensure accuracy of quarterly “use or lose” reports
- Ensure that time and leave are entered appropriately

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