Procedure: Overtime Leave

Purpose: To provide employees with paid leave as compensation when 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 (overtime leave) or as time and one-half overtime pay. The decision is to be made by the department, but employee must be notified in advance. The default is pay. The rate of overtime leave is one and one-half hours of leave for every hour actually worked over 40 in any workweek. Overtime leave does not have an expiration date; an employee’s overtime leave balance may not exceed 240 total hours.

Requesting Leave:

Employee’s responsibility:

- Notify supervisor according to departmental procedure of request to use Overtime Leave (as far in advance as possible)
- Be aware of overtime leave balance
- 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 Overtime Leave used
- Assign and approve any additional hours worked beyond the employee’s normal work schedule
- 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 time and one-half overtime pay or overtime leave 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 the leave type – Overtime Leave
- Monitor employee’s Overtime Leave balance
- Require employee to use overtime leave when the employee requests time off (supervisors have the right to direct the employee to use overtime leave in lieu of University Leave (vacation), annual leave, and comp leave)
- Departments have the right to pay off an employee’s Overtime Leave balance at any time
- Make corrections by submitting a paper timesheet to UHR Leave Center

UHR’s responsibility:

- Provide information and counseling regarding Overtime Leave to employee and department
- Verify and ensure the appropriateness of all supporting documentation
- Ensure accuracy of employee Overtime Leave balances
- Ensure that time and leave are entered appropriately

April, 2010