



UT System Administration Policy Library – Policy INT147
State Compensatory Time

Responsible Officer: Associate Vice Chancellor for Employee Benefits and Services

Sponsoring Office: Office of Employee Services

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POLICY STATEMENT

The University of Texas System permits eligible employees to earn and use state compensatory time in accordance with state law and this policy.

RATIONALE

To provide for the administration of state compensatory time.

SCOPE

All offices of UT System Administration

WEBSITE ADDRESS FOR THIS POLICY

<http://www.utsystem.edu/policy/policies/int147.html>

RELATED STATUTES, POLICIES, REQUIREMENTS OR STANDARDS

| UT System Administration Policies & Standards | Other Statutes, Policies & Standards |
|---|---|
| <ul style="list-style-type: none">• Board of Regents' Rules and Regulations, Rule 30201• INT113 – Fair Labor Standards Act – Overtime• INT143 – Time and Attendance | <ul style="list-style-type: none">• Fair Labor Standards Act of 1938, as amended, 29 U.S.C. §§ 201-219• Texas Government Code §§ 659.015, 659.016, 659.018, 659.022, 659.023• Texas Government Code §§ 662.005(b) and 662.007 |

CONTACTS

If you have any questions about UT System Administration Policy INT 147, *State Compensatory Time*, contact the following offices:

| Subject | Office Name | Telephone Number | Email/URL |
|---------------------------------------|-----------------------------|-------------------------|--|
| Human Resources/ Employee Benefits | Office of Employee Services | 512-499-4587 | esc@utsystem.edu |

DEFINITIONS

Exempt Employee

An employee who is not covered by the overtime provisions of the FLSA.

Fair Labor Standards Act (FLSA)

The federal law (29 U.S.C. §§ 201-219) that establishes overtime standards for employees.

Hours Worked

Any hours that UT System Administration requires or permits an employee to work.

Non-exempt Employee

An employee who is covered by the overtime provisions of the FLSA.

Workday

The 24-hour period beginning at 12:01 a.m. and ending at 12:00 midnight.

Workweek

A fixed and recurring period of seven consecutive 24-hour days, which begins at 12:01 a.m. Monday and ends at 12:00 midnight Sunday.

RESPONSIBILITIES

Employee

- Eligible employees accrue and use state compensatory time in accordance with this policy.
- Accurately records time worked on the Weekly Time Report in the Electronic Timekeeping System (ETS).
- Requests in advance to use state compensatory time.

Department Head or Supervisor

- Reviews eligible employee's accrual of and approves in advance an employee's request to use accrued state compensatory time in accordance with this policy.
- Reviews employees' Weekly Time Reports to ensure time worked and time off is accurately recorded; approves Weekly time Reports.

Director of Employee Services

Notifies employees annually of the state's and UT System's policies on state compensatory time in accordance with Texas Government Code 659.023.

PROCEDURES

1. Earning and Payment for State Compensatory Time

1.1. State compensatory time is earned on an hour-for-hour basis.

1.2. Exempt Employees

a. A full-time exempt employee earns state compensatory time when the total number of hours worked in a workweek plus the number of hours of holiday or paid leave exceeds 40. Full-time exempt employees may not be paid for earned state compensatory time except as provided in section 1.4, State Compensatory Time Earned on Holidays.

b. A part-time exempt employee may earn state compensatory time when the total number of hours worked in the workweek plus the number of hours of holiday or paid leave exceed the number of hours for which the employee is appointed. A part-time exempt employee may be paid for the hours worked or earn state compensatory time, as determined by the employee's supervisor.

1.3. Non-Exempt Employees

a. A full-time non-exempt employee earns state compensatory time when the total number of hours worked in a workweek plus the number of hours of holiday or paid leave, minus any FLSA overtime hours, exceeds 40. Full-time non-exempt employees may be paid for state compensatory time hours when taking of compensatory time would be disruptive to normal teaching, research, or other critical functions.

b. A part-time non-exempt employee may not accrue state compensatory time if the hours worked in a workweek plus the number of hours of holiday and paid leave do not exceed 40 in a workweek. A part-time non-exempt employee must be paid for the hours worked over the hours appointed to work, and may not accrue compensatory time.

c. A non-exempt employee must have prior approval from his or her supervisor before working hours that may exceed those which the employee is appointed to work.

1.4. State Compensatory Time Earned on Holidays

a. An employee who is eligible for holiday pay and works on a holiday will receive state compensatory time for hours worked on the holiday.

b. An employee may be paid for state compensatory time earned on a holiday if it is determined that allowing compensatory time off would disrupt normal teaching, research, or other critical functions.

c. An employee whose employment terminates prior to using compensatory time earned on holidays may have his/her appointment extended to allow for use of such time.

1.5. Payment Processing

a. To pay an employee for holiday state compensatory time or non-exempt state compensatory time, the department submits a manual payroll voucher and the employee's Monthly Leave Summary to OES for review. OES will forward the payment voucher to Accounting and Purchasing Services for payment. APS will process the voucher for payment on the second semi-monthly payroll.

b. After the payment is processed, the department will deduct the holiday state compensatory time or non-exempt state compensatory time from the employee's balances for which the employee was paid.

2. Place of Work

An employee may not accrue state compensatory time for work performed at any location other than the employee's regular or temporarily assigned place of employment. In accordance with state law, an employee's personal residence may not be considered to be the employee's regular or temporarily assigned place of employment.

3. Cap on State Compensatory Time Balance

An employee's state compensatory time balance cannot exceed 144 hours or the employee's current sick leave balance, whichever is higher. A non-exempt employee will be paid at the employee's regular rate of pay for state compensatory time that would cause the employee to exceed this cap.

4. Transfer of Accrued State Compensatory Time

4.1. When an employee transfers from one department to another, the employee's state compensatory time balance will also transfer.

4.2. Unused state compensatory time will not transfer to or from another state agency or institution of higher education.

5. Use of State Compensatory Time

5.1. Executive Officers

- a. Executive officers may use up to 100 hours of state compensatory time each fiscal year. Requests to use more than 100 hours of state compensatory time in a fiscal year must be submitted to and approved by the Chancellor in advance.
- b. Executive officers may use up to a maximum of 20 hours of state compensatory time in a workweek with supervisory approval. Use of 20 hours of state compensatory time cannot exceed two consecutive workweeks.
- c. Use of state compensatory time during a workday or a workweek may be augmented by other accrued and available leave.

5.2. Administrative and Professional (“Code 1000”) Staff

- a. Administrative and professional staff may use up to a maximum of 20 hours of state compensatory time in a workweek with supervisory approval. Use of 20 hours of state compensatory time in a workweek cannot exceed two consecutive workweeks.
- b. Use of state compensatory time during a workday or a workweek may be augmented by other accrued and available leave.

5.3. Classified Employees

- a. Classified employees may use up to 40 hours of state compensatory time in a workweek with supervisory approval. Use of 40 hours of state compensatory time in a workweek cannot exceed two consecutive workweeks.
- b. Use of state compensatory time during a workday or a workweek may be augmented by other accrued and available leave.

5.4. Employees Separating from UT System Administration

An employee separating from UT System Administration may use up to 40 hours of state compensatory time during the last week of employment with supervisory approval.

6. Expiration of Accrued State Compensatory Time

6.1. State compensatory time expires 12 months after the end of the workweek in which it was earned; earned compensatory time not used within that time is lost. A supervisor shall accommodate to the extent practicable an employee’s request to use accrued state compensatory time.

6.2. If an employee who wishes to use accrued compensatory time submits a written request at least 90 days before the date the state compensatory time expires, the supervisor or department head must approve the employee’s request in writing or provide the employee with an alternate date on which the employee may use the state compensatory time.

6.3. If the employee submits his or her request less than 90 days before the date on which the state compensatory time expires, the supervisor or department head is encouraged to reasonably accommodate the employee's use of accrued state compensatory time before it lapses.

FORMS AND TOOLS / ONLINE PROCESSES

None

APPENDIX

None

Keywords: compensatory time, comp time, HR, human resources
