Summary of Compensatory Time Off

**Comp time rules:**

- Any overtime can be elected as comp time.
- The work week is considered to be Sunday through Saturday (with the exception of AWW 4-9-4).
- Faculty members do not receive overtime.

**Taking comp time:**

**Federal comp time**

- Employee would request and receive approval via on line leave request prior to commencement of Federal comp time leave.
- Employer can’t deny usage of federal comp time unless the employee’s absence will adversely affect operations.

**State comp time**

- Employee would request and receive approval via on line leave request prior to commencement of State comp time leave.

**Calculating comp time:**

**Federal comp time:**

- Federal comp time (FTO) are actual hours worked in excess of forty (40) hours in a week.

**State comp time:**

- State comp time (CTZ) are hours an employee worked in excess of eight (8) hours in a day.
- State comp time (CTZ) are hours an employee worked in excess of forty (40) hours in a week. Leave with pay (sick, vacation or compensatory time off) which has been used by an employee shall be included in computing whether an employee has worked overtime. If total Overtime hours are greater than federal comp time hours then subtract federal comp time from total overtime hours and add number of comp time hours per contract provisions if any. If total actual hours worked is less than or equal to 40 hours than the sum of total actual hours worked and total paid leave hours are subtracted from 40 hours and the difference is added to the number of comp time hours per contract provisions if any.
- Comp time not earned from actual time worked (i.e. in accordance with the CBA) is state comp time, e.g. BU 01, Section 26.02j Change of Workday – An employee who is subject to 25.03 a. or b. whose workday is changed with less than forth-eight (48) hours advance notice shall be credited with overtime for each hour worked on the first day following the change.

**Comp time caps:**

**Federal comp time**

- Employees who are covered by FLSA (UPW BUs 1 and 10, and HGEA BUs 2, 3, 4 and some 8 (PBA's near entry level who do not make independent decisions/have no discretion)) have a federal comp time cap of 240 comp time hours.

- Employees not covered by FLSA (BUs 8 and 9) have no federal comp time cap.

**State comp time**

- Only HGEA employees in BUs 2, 3 and 4 have a negotiated state comp time cap of 240 hours.

- For BUs 8 (including employees covered under FLSA) and 9, no state comp time cap has been negotiated.