Extension Compensatory Time

FAQ’s

**What is Compensatory Time?**

Compensatory time is time off in lieu of overtime pay. In Extension, compensatory time is accrued when an employee works over 40 hours in a work week unless specific prior arrangements have been made. The work week is defined as Sunday through Saturday. The hours accrued can then be used later as paid time off.

**What is the accrual rate?**

Compensatory time is accrued at a rate of time and a half. For each hour over 40 worked in a week, 1.5 hours of compensatory time is accrued.

**Is supervisory approval required for compensatory time?**

Yes, employees expecting to work over 40 hours in a week must have supervisory approval prior to working these hours.

**What is the accrual limit of compensatory time?**

Extension has determined that the maximum balance an employee can have is 80 hours of compensatory time. Employees are encouraged to use the compensatory time balances as quickly as possible.

**When can I use Compensatory time?**

Compensatory time must be earned before it is taken, and may be used at the discretion of the employee, subject to supervisor approval. The supervisor may not deny the request to use compensatory time unless it would unduly disrupt University operations. Supervisors may request that an employee use accrued compensatory time to cover absences instead of utilizing vacation of personal days. In addition, a supervisor may require the employee to take time off to reduce compensatory time balances. Supervisors should give as much advance notice as possible to employees when mandating the use of compensatory time. If the employee is grant funded, the compensatory time balance must be used prior to the end date of the project.

**What is Flex Time?**

Flex time is the ability to adjust hours worked during the week (Sunday through Saturday) without impacting the total number of hours worked. It is recommended that the employee flex time rather than accrue compensatory time whenever possible.

**Can an employee work 38 hours in one week and 42 in another without accruing compensatory time?**

No, the Fair Labor Standards Act laws states that any hours worked over 40 in a work week must be compensated at the time and a half rate. It does not allow employees to average hours over a pay period.