

POLICY & PROCEDURES MEMORANDUM

TITLE:	COMPENSATORY LEAVE FOR UNCLASSIFIED ADMINISTRATORS/STAFF
EFFECTIVE DATE:	November 16, 1999
CANCELLATION:	BA-2410.1B (7/1/99)
OFFICE:	Administrative Affairs (AD)

POLICY STATEMENT

Compensatory leave (time credited for hours worked outside the regularly assigned work schedule) may be granted to 12-month Unclassified Administrators/Staff, on an hour-for-hour basis for overtime worked in excess of 40 hours, or when 40 hours is not worked due to holidays observed or leave taken. The accumulation and use of compensatory leave will have prior approval of the immediate supervisor, department head/ division head/ dean, and the appropriate provost/ vice chancellor (or the Chancellor, if applicable) and will follow the guidelines and procedures as outlined in this memorandum.

PROCEDURES & SPECIFIC INFORMATION

1. **Purpose**

To describe policy and procedures for the accumulation and use of compensatory leave for unclassified administrators/staff.

2. **Scope and Applicability**

This policy and procedures memorandum applies to Regular Academic Support Staff (HRS Code 05) who work on a 12-month basis; 12-Month Unclassified Administrators/Staff (HRS Code 08); Temporary Unclassified Staff (HRS Code 10); and Grant Employees (HRS Code 11) who are in grant positions comparable to 12-month unclassified administrator/staff positions unless employment conditions are specified differently in the grant. The Chancellor, Vice Chancellors, Provosts, Deans, Athletic Director, and Athletic Coaches are excluded from earning compensatory leave. In all events, any employee who is entitled to earn compensatory leave under the Fair Labor Standards Act will earn such leave in accordance with Civil Services Rules and Regulations.

3. **Guidelines**

Compensatory leave for unclassified administrators/staff is defined as time credited for hours worked outside the regularly assigned work schedule. To earn and use compensatory leave, the following guidelines are to be followed:

- A. An unclassified employee may be required to work overtime on a holiday or at a time that he/she is not regularly required to be on duty. Compensatory leave may be granted for overtime hours worked outside the regularly assigned 40-hour work week, or when the employee has not worked in excess of 40 hours due to holidays observed or leave taken. An unclassified employee may be required to use his/her earned compensatory leave at any time.
- B. Not more than 320 hours can be earned during any fiscal year. Compensatory leave can be used for any purpose with the approval of the immediate supervisor, department head/ division head/ dean, and appropriate provost/ vice chancellor (or the Chancellor, if applicable).
- C. An unclassified staff member may carry forward no more than 240 hours of accrued, unused compensatory leave into a new fiscal year. However, a grant employee may not carry forward accrued, unused compensatory leave into a new grant year. If a grant employee desires to use accumulated compensatory leave, he/she must do so before the expiration of his/her existing grant appointment.
- D. An employee will not be paid the value of his/her accrued compensatory leave upon separation from his/her unclassified position.
- E. In the event an employee transfers without a break in service to another position within the State service, compensatory leave may be credited to the employee at the discretion of the new appointing authority. Compensatory leave balance(s) will be forfeited when an employee separates from State service.

4. **Carryover of Compensatory Leave for Excluded Employees as of July 1, 1999**

As of July 1, 1999, any compensatory leave earned by the Chancellor, Vice Chancellors, Provosts, Deans, Athletic Director, and Athletic Coaches, will be carried over up to the maximum of 240 hours. Although these employees will no longer be entitled to earn compensatory leave, they are eligible to use any previously earned compensatory leave, following the procedures outlined in this memorandum. (As stated in Section 5F, these employees may be permitted to be exempted from having to take leave when the College is officially closed. Such exceptions are to be included in the appointment letters of the employees involved.)

5. Procedures and Limitations

For proper administration of this policy, the following procedures and limitations will apply:

- A. *In order to earn compensatory leave*, the employee is to complete a Compensatory Leave Approval Form for Unclassified Administrators/Staff (Form 2400/004), which is to be signed by the immediate supervisor, department head/ division head / dean, and the appropriate provost/ vice chancellor (or the Chancellor, if applicable). This form must be attached to the bi-weekly time sheet which is submitted to the Controller's Office.
- B. *In order to use compensatory leave*, the employee is to complete an official Leave Request Form (Form 2400/001) which is to be signed by the appropriate officials (as listed in Section 5A). This form is to be submitted with the bi-weekly time sheet to the Controller's Office.
- C. While on official travel on a regular college workday, an employee can earn a maximum of five (5) hours of compensatory leave for hours worked after 4:30 p.m. (or the official workday in effect). During weekend official travel, an employee can earn a maximum of eight (8) hours per day.
- D. An employee will not earn compensatory leave while on "on call" status unless specifically approved by the Chancellor of the College. In addition, an employee will not earn compensatory leave for work undertaken while at home.
- E. When an employee has earned a total of 320 hours of compensatory leave during any fiscal year, further approval to earn more compensatory leave shall cease. Each department head/ division head/ dean is to take the necessary precautions to preclude approval to earn compensatory leave beyond the maximum allowed.
- F. Compensatory leave will be charged for designated college closings. An employee who does not have enough compensatory leave earned will be charged annual leave in lieu of compensatory leave. An employee whose compensatory and/or annual leave is not sufficient will be charged leave without pay for the number of applicable hours/days. (As the Chancellor, Vice Chancellors, Provosts, Deans, Athletic Director, and Athletic Coaches are excluded from earning compensatory leave, exceptions may be made to permit these employees to be exempted from having to take leave when the College is officially closed. Such exceptions must be included in the appointment letters of the individuals involved.)
- G. An employee who is required to work on any designated college closing should indicate this on the subsequent bi-weekly time sheet.

6. **Forms**

The following forms are designated for use in earning and using compensatory leave:

For earning compensatory leave - Compensatory Leave Approval Form for Unclassified Administrators/Staff, Form 2400/004 (Attachment A)

For using compensatory leave - Leave Request Form, Form 2400/001 (Attachment B)

7. **Cancellation**

This policy and procedures memorandum cancels Policy and Procedures Memorandum BA-2410.1B, *Compensatory Leave for Unclassified Professional Staff*, dated July 1, 1999.

SIGNATURE

J. Terence Kelly
Chancellor

Policy Reference:

Rules of the Board of Supervisors for the University of Louisiana System, as adopted by the Louisiana Community and Technical College Board of Supervisors

Review Process:

Executive Council 11/16/99

Distribution:

Regular Academic Support Staff (HRS Code 05)
12-Month Unclassified Administrators/Staff (HRS Code 08)
Classified Staff (HRS Code 09)
Temporary Unclassified Staff (HRS Code 10)
Grant Employees (HRS Code 11)

Attachments:

Attachment A - [Compensatory Leave Approval Form for Unclassified Administrators/ Staff \(Form 2400/004\)](#)

Attachment B - [Leave Request Form \(Form 2400/001\)](#)



LEAVE REQUEST FORM

Employee Name

Department/ Division

TYPE OF LEAVE	BEGINNING HOUR	MO/DAY/YR	ENDING HOUR	MO/DAY/YR	TOTAL HOURS
ANNUAL LEAVE (Request in Advance)					
SICK LEAVE*					
COMPENSATORY LEAVE** (Request in Advance)					
LEAVE WITHOUT PAY (Request in Advance)					
OTHER _____ (See current leave policy)					

APPROVED:

Supervisor's Signature

Date

Employee's Signature

Date

Provost/ Dean/ Division or Dept. Head/
Vice Chancellor's Signature

Date

**Provost/ Vice Chancellor/ Chancellor's
Signature

Date

*A physician's statement or other acceptable proof may be required after three consecutive days of sick leave.

**The Provost, Vice Chancellor or Chancellor's signature is required for use of compensatory leave (applies to unclassified staff/administrators).