

## Policy Document VII

### UNIVERSITY OF LOUISIANA AT LAFAYETTE

#### Compensatory Leave Policy for Unclassified Professional Staff

Effective July 1, 1999

- 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. Earning of compensatory leave must have prior approval of the immediate supervisor and the appropriate Vice President, or the President.
- Compensatory leave shall not be earned by the following: President, Vice Presidents, Deans, Athletic Director, athletic coaches and employees who set their own work schedule. Exceptions may be made to permit these employees to be exempted from having to take leave when the university is officially closed.
- Compensatory leave may be used with the approval of the immediate supervisor and the appropriate Vice President or President. Not more than 240 hours (30 days) of accrued unused compensatory leave shall be carried forward into any fiscal year.
- Anj appointing authority may require employees to use their earned compensatory leave at any time.
- Employees will not be paid the value or their accrued compensatory leave upon separation from their unclassified position.
- In the event that an employee transfers without a break in service to another position with the State service, compensatory leave may be credited to the employee at the discretion of the new appointing authority. Compensatory leave shall be terminated when an employee separates from Stat service.
- Compensatory leave should not be confused with a flexible time policy. Employees cannot arbitrarily determine their own work schedules. In addition, work undertaken while at home does not constitute the earning of compensatory time.
- For proper administration of this policy, the following procedure will apply.
  - A prior approval form for earning compensatory leave must be signed by the immediate supervisor, department head, the appropriate Vice President or the President. This form must be attached to the monthly leave report which is submitted to the Business Office.
  - An official Application for Leave form, which is currently in use, must be signed by the appropriate officials listed in

Item (C) when compensatory leave is to be taken. This form also must be submitted with the monthly leave report to the Business Office.

- While on official travel on a regular University work day, an employee can earn a maximum of five (5) hours of compensatory leave for hours worked after 4:30 p.m. During weekend official travel, an employee can earn a maximum of eight (8) hours per day.
- Employees will not earn compensatory leave while on “on call” status unless specifically approved by the President of the University.
- Compensatory leave will automatically be charged for designated University closings. Employees who do not have enough compensatory leave earned will be charged annual leave in lieu of compensatory leave. Employees whose compensatory and/or annual leave are not sufficient will be docked for the number of deficit days.

Employees who work on any designated school closing should indicate this on the monthly leave form so that their records can be adjusted.