Compensatory Time for Exempt FSS Staff

Revised: 01/11
FSS/PPS No. 04.04.02
Issue No. 3
Reviewer: Assistant Vice President, Human Resources
Effective Date: 10/02 (E4Y)
Review Date: 10/14

01. PURPOSE

01.01 The purpose of this FSS/PPS is to establish policies and procedures for the use of compensatory time off by exempt staff in the FSS division.

02. POLICY

02.01 Exempt staff in the FSS division may accrue and use compensatory time as provided in UPPS 04.04.16 Overtime and Compensatory Time Policy except that no more than 24 consecutive work hours of compensatory time, excluding energy conservation days, may be used at any one time.

03. PROCEDURES

03.01 Use of compensatory time must be documented in the individual's university leave record.

03.02 The process to request and approve compensatory time must be as prescribed by the employee's approval authority. The VPFSS is the approval authority for BSC members. Department directors are the approval authority for the exempt staff in their departments.

03.03 The VPFSS must approve any use of compensatory time, excluding energy conservation days that exceeds 24 consecutive work hours.

04. MAJOR RESPONSIBILITIES ASSOCIATED WITH THIS PPS

Major responsibilities for routine assignments associated with this PPS include the following:

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05. CERTIFICATION OF STATEMENT

This FSS/PPS has been approved by the following individuals in their official capacities, and represents FSS policy and procedure from the date of this document until superseded.

Assistant Vice President, Human Resources, Reviewer

Vice President for Finance and Support Services

Approved: ______________________________
          Reviewer

Approved: ______________________________
          Vice President for Finance
          and Support Services