

Excerpted from information provided by SUNY System Administration on **Compensatory Time for the UUP Professional**  
(separate from FLSA Overtime and Holiday Time)

The basic concept is to provide the campus with a means to recognize employee service that has gone well beyond the duration of the normal professional obligation on a given day by allowing the employee to be absent from the work location for some period of time at a later date without charge to accruals.

There are several principles to keep in mind when administering Compensatory Time. First, the benefit applies only to required service above and beyond the normal professional obligation. Questions have been repeatedly asked regarding how one can identify the normal limits of the professional obligation. Those who seek a simple quantitative definition will be disappointed. Article XI, Title H 2 of the Policies of the Board of Trustees provides a general definition of professional obligation. This definition allows great variability. Each employee's professional obligation will vary, depending upon the client base to be served, the specific assignments given, the performance program, and any cyclical aspects of the employee's job such as registration, the start of classes, athletic events and the like. Normal duties will often include some weekend and evening activities, so work during those times is not invariably beyond the normal professional obligation.

Second, prior approval must be obtained for an employee to be eligible to accrue and use Compensatory Time. This authority in practice is delegated to the immediate supervisor or unit head. For example, an employee who is required to work into the early morning hours to complete an emergency project, by arrangement with the immediate supervisor, might not report to work until noon on the following day even though the office is open to serve clients at 8:00 am. The entire transaction can occur between the employee and the immediate supervisor without notation on the monthly attendance report form and is simply reflective of the flexibility in scheduling attendant to the overall performance of a professional obligation.

The informal nature of the recordkeeping could mean that an employee's monthly report of absences would show that the employee was working when, in fact, the employee was off on Compensatory Time. As a result, a form was developed to use for those employees who were concerned about this issue. It should be executed by the supervisor if the employee requests it. The text of the memorandum is as follows:

"This memorandum shall confirm our mutual agreement that you will not be reporting to your work station on (DATE) for the full time that the office is normally open. The use of this time is in recognition of the services you have performed beyond your normal professional obligation as provided for under the Burke memorandum dated December 1992. For attendance purposes, you are regarded as having been present at that date sufficient to meet your required professional obligation."

Compensatory Time is not subject to accumulation in the same way that vacation is. Therefore, when an employee leaves State service, there is no payment for this type of Compensatory Time.

### **Summary**

1. Compensatory Time is only available when an employee is required to work above and beyond the normal professional obligation.
2. Compensatory Time can only be accrued and used following approval of management or a designated supervisor.
3. Compensatory Time is not calculated on a strict hour for hour basis.
4. A form is provided if an employee wishes to commemorate the use of Compensatory Time, such form to be retained at the most immediate organizational level.