

# Compensatory and Vacation Time/Professional Service

## Summary

1. Non-holiday Comp Time is only available when an employee is required to work above and beyond the normal professional obligation.
2. Holiday and Non-holiday Comp Time can only be accrued and used following approval of management or a designated supervisor.
3. Non-Holiday Comp Time is not calculated on a strict hour for hour basis.
4. Whereas payment is available upon separation from State service for up to 30 days of unused vacation credits, there is no payment possible for unused Non-holiday Comp Time.
5. A form is provided if an employee wishes to formalize the use of either Holiday or Non-holiday Comp Time, such form to be retained at the most immediate organizational level.
  1. Holiday Comp Time expires a year after its accrual.
  2. Non-Holiday Comp Time expires at the end of the calendar year.

Whenever possible, Holiday and Non-holiday Comp time should be used in the month following its accrual.

## Procedures

### General Principles of Non-holiday Comp Time Accruals

There are several principles to keep in mind when administering Non-holiday Comp. 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. Although the Policies of the Board of Trustees provide 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 Non-holiday Comp. In practice, most campuses have delegated this authority to the immediate supervisor or unit head. For example, an employee who is required to work into the early evening 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 a.m.

Third, non-holiday Comp is distinctly different from other types of time accruals in that it is not

usually reported, recorded, or administered on a centralized basis, and is not accrued at a specific rate. 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. If an employee wishes to formalize the use of either Holiday or Non-holiday Comp Time accruals, a form will be provided and retained at the most immediate organizational level (sample attached).

Fourth, Non-holiday Comp time accruals expire at the end of the calendar year.

Holiday and Non-holiday Comp Time are not subject to accumulation in the same way that vacation is. The vacation accrual rate for employees in the Professional Services Negotiating Unit varies from  $1\frac{1}{4}$  days to  $1\frac{3}{4}$  days per month, depending on years of service. Although a professional employee's total vacation leave credits may exceed 40 days during the calendar year, all accruals over this amount will be forfeited if not used by the last day of the calendar year. On January 1st of each calendar year, the vacation accruals of employees in the Professional Services Negotiating Unit may not exceed 40 days. In the event of separation from University service, or a change in professional obligation from a calendar year to an academic year, an employee shall be compensated for unused vacation leave credits not to exceed a maximum of 30 days. When an employee leaves State service, there is no payment for Non-holiday Comp Time.

While both Holiday and Non-holiday Comp Time administration is normally expected to be between the employee and the supervisor, management retains the inherent responsibility for attendance monitoring. Therefore, particularly in cases of suspected or actual abuse, the administration retains the right to assign a reviewer to monitor all aspects of Comp Time assignments and use or to correct inappropriate application of the benefit.

## **Definitions**

There are two types of Compensatory (Comp) Time Accruals: Holiday Comp and Non-holiday Comp. Holiday Comp is accrued when a staff member works on a State or Federal holiday. It is important to note that classes are in session on several State holidays. In these instances, classes and offices will be staffed at the supervisor's discretion and consistent with the operating needs of the College. Although Holiday Comp Time Accruals officially expire a year after accrued, it is campus policy that employees make every attempt to use Holiday Comp by the following month in which it was earned. In addition, the UUP bargaining agreement gives the College President the authority to choose, in consultation with UUP leadership, up to two holidays each year as "floaters," one of which would be used on a day of his choosing, usually for the day after Thanksgiving.