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college experience"

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Section:  
Human Resources

Subject:  
**Over Time/ Comp Time Policy –  
Leave for Non-Exempt Employees**

## **Overtime / Comp Time / Leave Policy:**

The use of overtime is generally discouraged and should be avoided through proper scheduling of department workloads. With the exception of certain emergency situations, all overtime should be approved in advance by the department head/supervisor. Non-Exempt employees are required to request leave BEFORE leave is taken with the exception of sick leave. All sick leave should be requested through your supervisor on the day following the illness. For sick leave taken in excess of 3 days consecutively, a note from a physician is also required.

### **Policy:**

Agreeing to work overtime when requested by a supervisor is a condition of employment. Refusal to work a reasonable amount of overtime, especially under emergency conditions, may result in disciplinary action. The overtime pay rate for non-exempt employees who work more than 40 hours in a week is one and one-half times the regular rate. Exempt employees do not receive overtime pay.

In Lieu of overtime pay, non-exempt employees may receive compensatory time off at a rate of one and one-half times the number of hours worked in excess of 40 in a week.

Non-Exempt employees are required to request leave BEFORE leave is taken with the exception of sick leave. All sick leave should be requested through your supervisor on the day following the illness. For sick leave taken in excess of 3 days consecutively, a note from a physician is also required

Compensatory time off should be used or paid out within the same pay period that it is accumulated; however, due to extenuating circumstances, employees may request thru their supervisor that they desire to save their comp time for a later date. The supervisor may also request that comptime be carried over. Final approval for carrying over comptime will be given by the Executive Director via e-mail.

In most cases, the maximum number of compensatory hours that can be saved before payment or time off must be given is 120 hours.

### **Procedure:**

All leave and time off or time away from the office (for at least one day) for any reason is requested and/or documented through Service Now.

Link to Leave Process: <https://leave.usu.edu>

Employee will log in using their USU Strong Password and follow directions.

The Related Articles section on the right side helps explain the process.

Once leave is requested, the supervisor will receive an e-mail and will either approve or deny the leave.

Once approved, the leave will appear on the Department Leave Calendar and anyone in the notification cue will be notified.

If a change in who authorizes leave or who should be notified, a request will be made to the Executive Director and he will process the request if appropriate.

If at the end of the month, adjustments need to be made, the Leave Manager will adjust accordingly. This means that if you worked enough hours whereby you won't need the leave as requested, it will not be taken. Sick leave or Annual Leave cannot be used to get overtime/comp-time.

If desired, non-contract employees may be setup to request time off through the system so that it will be tracked on the Department Leave Calendar.