POLICY

EMPLOYMENT

Employee Handbook – Section 309
Compensatory Time Off

RESPONSIBLE OFFICE
Human Resources

309 Compensatory Time Off

309.1 Definition

Compensatory Time Off is an authorized paid absence from work which eligible employees earn for hours worked on observed holidays and Intersession Closing days or during emergency closings of the University.

309.2 Eligibility

All regular, full-time employees and regular, part-time employees are eligible upon hire to earn and use Compensatory Time Off in accordance with the provisions of this policy.

309.3 Earning Compensatory Time Off

All regular, non-exempt employees who are required to work on an Intersession Closing day
or during an Emergency Closing of the University will earn one-and-one-half (1-1/2) hours of
Compensatory Time Off for each non-overtime hour worked while the University is closed.
They will also be paid in accordance with the University’s standard pay policy for the total
number of hours worked during that pay period. Compensatory Time Off is not earned for
overtime hours worked. Non-exempt employees may elect compensatory time off, calculated
at regular straight time rates in the amount of one-and-one-half (1-1/2) hours, for each hour
actually worked on an observed holiday. (See Holidays policy.)

All regular, exempt employees who are required to work on an observed Holiday, an
Intersession Closing day, or during an Emergency University Closing will be eligible for
Compensatory Time Off.

309.4 Using Compensatory Time Off

Employees must use Compensatory Time Off within six (6) months of the day on which it was
earned.

309.5 Compensation and Benefits

Employees maintain their regular pay and benefits while absent from work on approved
Compensatory Time Off. Employees are not compensated for unused Compensatory Time Off
at the time their employment with Boston University terminates.

309.6 Requests and Approvals

Employees must submit a written request for the use of earned Compensatory Time Off to
their immediate supervisor at least one (1) week in advance of the desired time off. This one
(1) week requirement may be shortened in unusual situations.

Supervisors are responsible for obtaining decisions and communicating them in writing to the
employee. Approvals must clearly define the duration of the absence and the date the
employee is expected to return to work. Department Heads are authorized to approve
requests for Compensatory Time Off.

309.7 Other Provisions
Supervisors are responsible for maintaining complete and accurate records on the Compensatory Time Off accruals and usage of each employee under his or her supervision. Supervisors are also responsible for accurately reporting the usage of Compensatory Time Off on all documents submitted to the Payroll Office.

Upon request, employees are entitled to a written statement of their earned Compensatory Time Off and its usage. Such requests should be made to the employee’s immediate supervisor, who is responsible for responding to such requests.

309.8 Related Policies

308  Holidays
310  Intersession Closing
311  Emergency University Closing