

Effective Date: **June 1, 2015**

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 [Interession Closing](#)
- 311 [Emergency Campus Closing](#)

THIS POLICY STATEMENT IS PART OF THE [EMPLOYEE HANDBOOK](#), AND SHOULD BE READ IN CONJUNCTION WITH ALL OF THE POLICIES THAT COMPRISE THE HANDBOOK. THE PROVISIONS OF THE EMPLOYEE HANDBOOK DO NOT CONSTITUTE AN EMPLOYMENT CONTRACT AND DO NOT ALTER THE AT-WILL STATUS OF AN EMPLOYEE.

END OF POLICY TEXT

Additional Resources Regarding This Policy

Related Policies and Procedures

- [Employee Handbook Policies Manual](#) (staff)
 - [308 Holidays](#)
 - [310 Intersession Closings](#)
 - [311 Emergency University Closing](#)
- [Faculty Handbook](#) (faculty)

Related BU Websites

- [Human Resources](#)
 - [HR Policies](#)
 - [Manager Resources](#) - HR Website
 - [Leaves of Absence](#)

Categories: Employment, Non-Represented Staff Keywords: Employee Handbook, make up, repay, replace