

Exempt Employee COVID-19 Compensatory Time Procedures

Essential exempt employees working on campus between March 18, 2020, and May 31, 2020 will receive compensatory time, 1 to 1 hours worked (i.e. if work 8 hours, receive 8 hours comp time).

The compensatory time is not vacation time, will not be added to the employee's vacation bank, is not considered "accrued" and will not be paid out if the employee terminates.

Compensatory time may be used at the employee's discretion with the supervisor's approval.

The employee and supervisor should maintain a record of compensatory time taken.

When taking compensatory time, no action is necessary on the HCM exception timesheet (i.e., use TRC Code REG). However, employees and supervisors may want to consider using the comment field on the timesheet to note when compensatory time is taken.

Compensatory time earned between March 18 and May 31 must be used by September 30, 2020.