

EXEMPT COMPENSATORY TIME REQUEST

*(Form to be used by PSU Unit A Exempt Staff
for exceptional situations only)*

UNIVERSITY OF MASSACHUSETTS
HUMAN RESOURCES DEPARTMENT

**Completed form must be returned to:
Rm 325 Whitmore Bldg
for input into the system.**

Justification and Approval

For Name: _____ Employee ID: _____

From: _____ Not to Exceed : _____ compensatory time is requested due to the following exceptional situation:
Date Date

Signature of Supervisor (Requestor) Date Signature of Dean, Director or Department Head (Approver) Date

Time Reporting

Pay Period Ending Date : _____

Dept. ID: _____

Dept. Name: _____

| HR Empl ID /Rec # | Name last, first, mi | TRC | Week Ending Date MM/DD/YYYY | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Total |
|-------------------|-------------------------|-------|--------------------------------|--------|--------|---------|-----------|----------|--------|----------|-------|
| | | PSCES | _____ | | | | | | | | 0.00 |
| | | PSCES | _____ | | | | | | | | 0.00 |

Signature of Employee Date Signature of Supervisor Date

Section 18.2 Compensatory Time

- A. The parties agree that supervisors may recognize, pursuant to the conditions of this provision, that in exceptional and limited situations FLSA-exempt members may be required to work longer work hours than normally are required. This section is designed to treat such situations equitably and to recognize the work, commitment and dedication of employees who put in these extended hours.
- B. This provision recognizes the existence of exceptional circumstances in which the workload of particular FLSA exempt employees may be especially burdensome. In these circumstances the employee shall be eligible for compensatory time.
- C. Approved compensatory time is granted on an hour-for-hour basis. For exceptional situations lasting up to three months, the employee and the supervisor shall discuss in advance whenever possible the need for unusually longer work hours and shall agree in writing that this work shall be governed by this provision and that documented work hours beyond forty (40) hours in a work week will be treated as compensatory time earned. If exceptional situations continue beyond three months, workload issues shall be reviewed.
- D. Compensatory time is not cumulative beyond a twelve month period. For this reason, an employee should take compensatory time as soon as possible after it is credited. Compensatory time not used within twelve calendar months after it is credited will be forfeited. Supervisors shall make every effort to allow compensatory time earned to be used. Compensatory time may not be transferred to any type of leave. There is no payout of compensatory time and any remaining compensatory time is lost when an employee separates from the University. The employee's separation date may not be moved forward in order to pay for compensatory time.
- E. Approved compensatory time earned or used will be recorded on the time and attendance sheet. Compensatory time used will be counted in a first earned, first used basis.
- F. The provisions of this section shall take effect on July 1, 2006.