Use of Compensatory Leave - Upon a Staff employee's request and supervisor's approval, the employee may use earned compensatory leave to cover absence from work for any reason. A supervisor may require an employee to use part or all of his/her accrued compensatory leave before using annual or sick leave. With the exception of law enforcement officers, a supervisor may also require a Staff employee who has earned any type of compensatory leave to first use such leave before using accrued leave.

Refer also to: Article 15.3 Special Compensatory Leave of PBA Collective Bargaining Agreement.

Transfer of Compensatory Leave

Overtime Compensatory Leave - When an employee is appointed to another position within the same organizational unit (college/division), unused overtime compensatory leave may be retained by the employee, except when he/she is appointed to a position in an exempt class after occupying a position in a non-exempt class. In such case, the employee is paid for all unused leave of this type.

Special Compensatory Leave - When an employee is appointed to another position within the same organizational unit (college/division), unused special compensatory leave may be retained by the employee, except when he/she is appointed to a position in a Faculty or Administration class. In such case, the employee is paid for all unused leave of this type.

Regular Compensatory Leave - All unused regular compensatory leave is forfeited in situations where such leave cannot be transferred or when an employee separates from the university, including for employment with another university in the State University System.

1) When a Staff employee eligible to earn regular compensatory leave is appointed to another position in an exempt Staff class, or to a position in a non-exempt Staff class, any such unused leave is retained by the employee.

2) When a Staff employee eligible to earn regular compensatory leave is appointed to a position in a Faculty or Administration class, or is appointed Temporary, any such unused leave is forfeited.

3) When the FLSA designation of a class changes from exempt to non-exempt or when the position to which an employee is assigned is reclassified from an exempt Staff to a non-exempt Staff class, such employee may retain any unused regular compensatory leave for future use. However, the employee is no longer eligible to earn additional leave of this type. If the position is reclassified to a Faculty or Administration class, all regular compensatory leave is forfeited.