



IT/PPS 06.01.01, Compensatory Time for Exempt IT Staff  
Issue No. 2  
Effective Date 08-01-2006  
Reviewer: IT Council

### **01. PURPOSE**

01.01 The purpose of this Policy and Procedure Statement (PPS) is to establish and implement written internal procedures for the use of compensatory time by exempt staff in the Information Technology (IT) Division.

### **02. POLICY**

02.01 Exempt staff in the IT Division may accrue and use compensatory time as provided in UPPS 04.04.11, University Compensation Policy, except that no more than 24 consecutive work hours (three days) of compensatory time, excluding energy conservation days, may be used at any one time.

### **03. PROCEDURES**

- 03.01 Use of compensatory time must be documented in the individual's University leave record using Faculty & Staff Application for Leave Approval Form (UPPS Form No. 04.04.30-PE-0997-02.)
- 03.02 The process to request and approve compensatory time must be as prescribed by the employee's approval authority. Assistant Vice Presidents are the approval authority for the exempt staff in their departments. The Vice President is the approval authority for Information Technology Council (ITC) members.
- 03.03 The Vice President must approve any use of compensatory time, excluding energy conservation days, which exceeds 24 consecutive work hours (three days).

**04. RESPONSIBILITIES ASSOCIATED WITH THIS PPS**

04.01 Major responsibilities for routine assignments associated with this PPS include the following:

| <b>Positions</b>  | <b><u>Section</u></b> | <b><u>Date</u></b> |
|---|-----------------------|--------------------|
| Assistant Vice President for University Library                 | All                   | Annually           |
| Assistant Vice President for Instructional Technologies Support | All                   | Annually           |
| Assistant Vice President for Technology Resources               | All                   | Annually           |
| Director of IT Policy and Security                              | All                   | Annually           |
| Executive Assistant   | All                   | Annually           |

Approved: \_\_\_\_\_  
Reviewer

Approved: \_\_\_\_\_  
Vice President for  
Information Technology