

## MEMORANDUM

To: Supervisors  
From: Tim Davenport, Controller  
Date: April 10, 2020  
Re: Disposition of Earned Compensatory Time

We are quickly approaching the end of the fiscal year which means it is time to finalize the disposition of earned compensatory time. All compensatory time must be taken (used) or cashed out by the end of the current fiscal year, June 30, 2020. Current compensatory leave balances and estimated costs are reflected on the April Leave Balance Report, which will be emailed to unit vice presidents. VPs will then receive updated balance reports monthly through June. Leave balances are also available using EagleNET SSB by selecting each employee timesheet.

**Employees affected by this cash out will receive payment on their July 10, 2020 paycheck. Any earned compensatory time not taken by June 30, 2020 will be cashed out and the amount charged to the applicable Banner Index codes for June 2020.**

Please review with your employees their compensatory time balances and recognize the budget impact if the compensatory time is not taken by June 30, 2020. Per the current collective bargaining agreements and exempt employee policy, supervisors cannot schedule their employee's compensatory time off. It is the employee's election to schedule the time off (with supervisor approval) or receive the cash out of the compensatory time balances. The comp time cash out rate is one and one-half hours for each hour of straight time worked.

Thank you for your attention to the compensatory time earned in your area. Please direct any questions about compensatory time to the Human Resources Office at 359-2381.