Institutional Handbook of Operating Procedures Policy 03.04.03	
Section: Employee Policies	Responsible Vice President: Vice President and Chief Human Resources Officer
Subject: Compensation	Responsible Entity: Human Resources

I. Title

State Compensatory Time

II. Policy

A. This policy provides guidelines regarding the earning and use of state compensatory time for situations deemed appropriate by the UTMB President. It also addresses the accrual of state compensatory time when an employee is required to work on official holidays.

B. Eligible Positions
Exempt and non-exempt benefits eligible employees who are not in a position that requires student status as a condition of employment are eligible to earn state compensatory time.

III. Procedure

A. State Compensatory Time Accrual and Use
The UTMB President has the discretion to grant a state compensatory time opportunity under the following circumstances:

1. Before, during, or after the activation of institutional emergency operations;
2. During periods of disaster response and/or recovery;
3. During other periods where extenuating circumstances jeopardize the completion of normal institutional operations;

B. In addition to III.A., non-exempt employees earn state compensatory time during a workweek when the number of reported hours minus any applicable overtime hours exceed 40.

1. When a non-exempt employee does not work more than 40 hours in a workweek but the number of hours worked plus the number of hours of paid leave taken during the workweek exceeds 40 hours, the employee is entitled to compensatory time at the rate of one hour for each hour in excess of 40.
2. When a non-exempt employee works 40 or more hours in a workweek and in addition takes paid leave during the workweek, the employee is entitled to overtime for the hours worked in excess of 40 and compensatory time at the rate of one hour for each hour in excess of 40.
3. When an employee does not work more than 40 hours in a workweek and the number of hours worked plus the number of hours of paid leave taken during the week does not exceed 40 hours, the employee may not accrue compensatory time for the week.

A non-exempt employee must have supervisor approval prior to working hours that may result in earning state compensatory time.

C. Limits
1. State compensatory time may be accrued and used up to a maximum of 120 hours.

Compensatory time may be awarded at a rate not to exceed one hour of compensatory time for each hour of time worked. State compensatory time must be taken prior to the end of the 12-month period following the date on which the time was earned. If the compensatory time is not taken within 12 months from the date of accrual, the accrual is forfeited and will automatically be dropped from the employee's accrual records.

2. Employees who have reached the maximum of 120 hours and subsequently accrue approved compensatory time will have the oldest equivalent time replaced by the new accruals. The oldest hours greater than the maximum of 120 hours will be removed from the employee's compensatory time balance at the end of each month.

3. Managers are responsible for encouraging their employees who have accrued state compensatory time to take their earned time prior to expiration. Requests for use of accrued compensatory time must be submitted through the institutional time capture system and must be approved by the employee's immediate supervisor prior to being taken.

D. Holidays

1. Classified employees that are required by their supervisors to work on a holiday will be given state compensatory time or will be given pay equal to the amount of time granted for the holiday. If an employee has already completed a regular workweek and a holiday coincides with an employee's regularly scheduled day off, the employee will be given pay equal to the amount of time granted for the holiday.

2. Monthly employees required by their supervisor to work on a holiday will be given state compensatory time.

3. The state compensatory time accrued due to working on holidays will be stored separately in the employee's holiday balance and must be used within 12 months of accruing the compensatory time.

E. Employees are not paid for any state compensatory time accrued and not used at the time of separation from UTMB.

E. Record Keeping

State compensatory time earned and taken must be reported using the institutional time capture system, i.e. Kronos.

IV. Definitions

Administrative & Professional (A&P): Exempt-level position that is either:
Executive/managerial administrative positions engaged in strategic, tactical or operational management that have primary responsibility for the management or a department, or
Specialized professional positions requiring advanced degrees such as attorney, veterinarian, engineer or librarian

Benefits eligible employee: An employee appointed to work at least twenty hours per week for a continuous period of at least four and one-half months.

Classified employee: A combination of degreed/non-degreed, exempt/non-exempt positions in various Job Families such as Business, Clinical, Information Technology, Police, Research, etc.

Exempt employee: An employee who is salaried and exempt from the overtime provisions of the Fair Labor Standard Act.

Non-Exempt employee: An employee who is paid hourly and entitled to overtime for any hours worked in excess of 40 hours during a work week.

V. Relevant Federal and State Statutes

Fair Labor Standards Act
Texas Government Code, Sections 659.015, 659.016, 659.018, 659.022, 659.023

VI. Relevant System Policies and Procedures

Board of Regents' Rules and Regulations, Rule 30201

VII. Related UTMB Policies and Procedures

IHOP - 03.01.05 - Attendance Policy
IHOP – 03.04.05 - Overtime
IHOP – 03.06.06 – Official Holidays
IHOP - 04.01.04 - Time and Attendance Reporting Policy

VIII. Dates Approved or Amended

Originated: 04/15/1996	
Reviewed with Changes	*Reviewed without Changes*
05/07/2009	11/04/2015
03/10/2021	
05/13/25	

IX. Contact Information

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