

Authorization for Payment of Earned Compensatory Time for Employees Covered by the UCPEA Collective Bargaining Agreement

Date of Request:

Employee Name:

Employee Number:

Department:

Title:

UCP Level:

Please choose the appropriate option:

1. The above individual is an EXEMPT employee and has accumulated compensatory time exceeding a balance of 140 hours. Payment of _____ hours of earned compensatory time is authorized for the above individual at their current hourly rate of pay. Payment is for the time over 100 hours, up to a maximum of 40 hours quarterly per calendar year.

The employee understands that these paid hours will be deducted from their compensatory time balance on the professional leave record.

2. The above individual is a NON-EXEMPT employee. Payment of _____ hours of earned compensatory time is authorized for the above employee at their current hourly rate of pay. The employee understands that these paid hours will be deducted from their compensatory time balance on the professional leave record.

Employee Signature, Date

Print Name

Immediate Supervisor Signature and Date

Print Name

I certify that the Employee named above worked and earned the compensatory time noted above in accordance with the University's Procedures and Requirements that are in effect at this time. I further certify that the Employee either used five or more days of earned time or comp time or was denied the opportunity to use time within the last 90 days.

I certify that this approval will be for one payment of not more than 40 hours per quarter calendar year.

Payment is approved.

Payment is NOT approved.

First Supervisor Outside UCPEA
Signature and Date

Print Name

Managers are to retain a copy of this completed form for not less than one (1) year for audit purposes.

This form is to be submitted to the Payroll Department, Unit 1111, along with the leave record for the pay period in which the payment is being made.

For questions please contact the Office of Faculty and Staff Labor Relations at LaborRelations@UConn.edu

2021 06-08 Final New Comp Time Request Payment Form