

## University of Alabama Police Department Compensatory Time Policy

**Unit:** [University of Alabama Police Department](#)

**Contact:** Mary Nye

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**Title:** Assistant Director of Human Resources

**Revision Date:** 7/8/2019

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### Purpose

The purpose of this University of Alabama Police Department Compensatory Time Policy is to clearly define the administration and use of compensatory (comp) time for all non-exempt University of Alabama Police Department (UAPD) employees.

### Policy

#### *Accrual of Comp Time*

- Non-exempt UAPD employees can accrue comp time in the following scenarios:
  - a sworn officer working more than forty (40) hours in a seven-day workweek (Sunday to Saturday) can choose to convert up to a maximum of eight (8) of those overtime hours into comp time for that workweek; or,
  - an employee, who works a University of Alabama Holiday, as determined by the Official University of Alabama Calendar, can convert the hours worked on the holiday into comp time for that workweek.
- Once an employee has elected to be compensated at an overtime rate and has been paid accordingly, the employee may not subsequently attempt to convert their hours worked into comp time.
- The balance of compensatory time accrued may not exceed 240 hours, i.e. 160 hours of overtime worked.

#### *Use of Comp Time*

- In order to reduce comp time leave balances, the UAPD may choose to:
  - require that any time off requested will be paid using comp leave rather than annual or sick leave; or,
  - direct that an employee take unscheduled time off using comp leave if staffing requirements are met for that time.
- Employees who have requested the use of comp time should be permitted to use such time within a reasonable period after making the request if the use of the time does not unduly disrupt the operation of the unit.
- UAPD will notify the employee, within a reasonable time, whether the comp time request is granted.
- Based on the critical nature of the services provided by UAPD, it is vital that the department maintain necessary levels of staffing. It is recommended that employees request use of comp time at least three (3) working days (72 hours) in advance to allow their supervisor time to determine if minimum staffing requirements can be met. The supervisor will notify the employee as soon as possible concerning their request to use comp time.

- The supervisor should offer the employee, within a reasonable time, an alternate date(s) off if the initial request to use comp time cannot be approved.
- There may be special circumstances in which comp time cannot be approved due to high staffing levels needed. Such circumstances include, but are not limited to, game day weekends, A-Day, graduation, or campus crises.

## Scope

This University of Alabama Police Department Compensatory Time Policy applies to all non-exempt UAPD employees.

## Office of the Vice President of Finance and Operations

Signed: DocuSigned by: Cheryl Mowdy 7/8/2019  
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Cheryl Mowdy  
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