



College of Family and Consumer Sciences

*Business and Finance Office*

MEMORANDUM

TO: All FACS Supervisors and Employees

FROM: Business and Finance Office

DATE: Tuesday, February 6, 2017

RE: Compensatory Time Accrual

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The Business and Finance Office (BFO) is providing a guideline for units to use regarding compensatory time accrual. All UGA employees are expected to follow the attendance and leave policy. Here are a few links to reference:

**<http://www.policies.uga.edu/FA/nodes/view/1203/Overtime>** **Overtime Policy**

New compensatory time accrual regulations are in effect. Effective February 1, 2017, the policy of the College of Family and Consumer Sciences (FACS) restricts the approved compensatory time to **120-hour maximum**. Staff members should use accrued compensatory time in a timely manner and all time must be exhausted by May 1<sup>st</sup> of each year. Approved overtime pay or compensatory time is a financial obligation of the approving department. Any accrued comp time recorded as of May 31<sup>st</sup> of each year will be paid to the staff member as the financial obligation of the home and/or approving department. Exceptions will be reviewed on a case-by-case basis and approved directly by the Dean of FACS before the May 1<sup>st</sup> deadline.

CC: FACS Executive Committee  
Department/Unit Senior Accountants