



Subject	COMPENSATORY TIME OFF (formerly titled "7.11 Compensatory Time Off")	
Procedure Section	3 Salary Administration	
No.	3.03	
Exempt Employment Policy References		
Collective Agreement References	Faculty (non-instructional) Support	Clause 20.7 (Compensatory Time Off) Clause 32.7 (Overtime)
Forms & Other Reference Material	MyOkanagan > Employee > Forms > Leaves > CTO time earned form MyOkanagan > Employee > Administrative Functions > Employees (ELMS, Seniority, People Directory) > My Leave Balances (ELMS) > Enter a new request > CTO Time Taken	
Status of Approval	Approved 25-Apr-2013	Margo Kendal

PREAMBLE:

Compensatory time off in lieu of overtime worked is available under the provisions of the excluded support terms of employment, and non-instructional faculty and support collective agreement(s).

PROCEDURE:

- When a supervisor approves compensatory time in lieu of overtime worked for an employee, the employee must submit the approved CTO Time Earned Form request to Human Resources. Human Resources will record the equivalent CTO Hours.
- Compensatory time off must be taken in accordance with the following deadlines, subject to #4 of this procedure. If the compensatory time off is not taken by the date specified, the employee will be paid out for the time

Excluded Support:	Paid out on the final payday of the calendar year.
Faculty: (librarian, recreation and athletics coordinator, recreation and student life coordinator, or educational technology coordinator)	August 31st
Support staff:	Paid out on the final payday of the calendar year.
- Applications to use compensatory time off will be submitted in the leave system and approved by the dean/director.