



UNC
COLLEGE OF
ARTS & SCIENCES

THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL

DEPARTMENT OF CHEMISTRY

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Departmental Policy on Compensatory Time and Overtime

In addition to the University policy on compensatory time, the department now has an internal policy for comp time. There is different eligibility for Exempt and Non-exempt staff as outlined on the [HR web site](#).

Our internal policy does not override any university or state policy, but sets guidelines for handling overtime/compensatory time within the department so that there is consistency in how it is treated:

- 1- Your supervisor must approve all overtime and compensatory overtime in advance.
- 2- Comp time must be taken within six (6) months of the date it is incurred unless approved in advance and in writing by your supervisor.
- 3- Any comp time must be taken before vacation time. You cannot save comp time and use vacation time first.

Note that temporary and EHRA employees are not eligible for comp time, so this does not apply to them. If you have any questions about the department policy or your eligibility, please contact me.