

## **MCE Field Faculty—Holiday & Comp Time**

Implementation of FLS has brought up some questions on compensatory time and also holidays so I wanted to take this opportunity to clarify a few things. Keep in mind that compensatory time is only earned by field faculty for MCE and no other faculty. This is a benefit we have worked hard to protect because of the important nature of your work and uniqueness of how you reach your audience.

**Holiday's** – University policy allows us to observe our holidays on a different day than normally observed (whether county/city or campus observance) only when required to work on the holiday and approved by your supervisor. Required to work a holiday means you had a class to teach, workshop to conduct or were called in for an emergency (very rare). When you know you have a class to teach or workshop to conduct and it will be for the full 8 hour work day then you would go into FLS and request a move of the holiday to the date you would like to take it off. Your supervisor would have to approve this and the 8 hours holiday will be automatically moved for you. Policy allows an employee 90 days to observe a holiday they were required to work.

If your class or workshop is less than 8 hours, then you would leave the holiday observance as is and enter the time worked under Comp Time Earned.

You as a faculty member cannot request a move of a holiday without proper justification as described above. As a fringe benefit and at an observance time that is known to your clientele, this allows for continuity of service provided.

**Compensatory Time** – Only earnable by MCE Faculty to accommodate the outreach efforts of our land grant mission. MCE Board of Regents approved policy allows for the earning of comp time on weekends and holidays for hours worked in connection to teaching a class/conducting a workshop. If you are holding a program on a Saturday or Sunday, you would enter the actual hours worked up to 8 hours in the “Comp Time Earned” section of your timesheet. Time worked does not include commuting time. Comments of date, hours worked and event are required in FLS.

As stated in the Holiday section above, if you are teaching a class or conducting a workshop on an observed Holiday per your county/city schedule you would enter “Comp Time Earned” if time worked is less than 8 hours. If you worked a full 8 hours then you should have requested a Holiday move.

Comp time earned is to be used within 30 calendar days. The system will automatically reduce your leave balance on the 31<sup>st</sup> day.

If you have further questions feel free to contact George Boker, your RED or me.

Dan Ramia

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