WORK SCHEDULE, LEAVE AND OVERTIME POLICIES
FOR CLASSIFIED STAFF
College of Engineering and Applied Science
University of Colorado at Boulder

Summary
The College of Engineering and Applied Science at the University of Colorado at Boulder adheres to the leave and overtime policies of the University of Colorado and the State of Colorado Personnel Rules for classified staff, as described in: http://www.state.co.us/dhr/rules/docs/index.pdf. The College also seeks to provide understanding and flexibility to accommodate the personal needs and responsibilities of its employees in combination with their work responsibilities and expectations. As described below, each employee must obtain written advance approval for work-schedule adjustment, leave, and overtime, so that his or her supervisor can make reasonable efforts to accommodate the request without adversely affecting the College.

Work Schedules
The standard weekly work schedule for the College is 8 a.m. –5 p.m. (7:30 a.m. – 4:30 p.m. in summer), including a one-hour break for lunch (typically 12-1 p.m.), Monday – Friday. Employees requesting an alternative work schedule, either permanently/ indefinitely or for a short period to accommodate special needs, must use the attached form. Additional information about flexible work days and weeks is available at: http://www.colorado.gov/dpa/dhr/WL/docs/flextime.pdf Approval for alternate work schedules will be made only when they do not interfere with the effective operation of the unit. In any case, the lunch break should be at least 30 minutes each day. One-time adjustments to a work schedule (such as the employee coming an hour early one day so that s/he can leave an hour early for an appointment) do not require written approval, as long as no overtime is involved and the adjustment is no more than three hours, but the supervisor must be informed in advance.

Overtime
Overtime refers to working more than 40 hours within one workweek. The standard workweek is 12:01 a.m. Sunday through midnight Saturday, but alternative workweeks may be established with approval to accommodate adjusted work schedules (see above) without acquiring overtime. Overtime is not permitted, except with advanced written approval for special circumstances dictated by College programs. Where possible, working extra time on one day should be balanced by reducing other work hours during the workweek so that the total work time does not exceed 40 hours for the workweek. When overtime (more than 40 hours of work in one workweek) is required, the employee must complete an Overtime Request Form and receive signed approval in advance of the overtime. Overtime is compensated with pay or compensatory time at a rate of one and one-half hours for each hour of overtime. The expectation is that compensatory time is used; overtime pay requires advanced approval of the appropriate Department Chair, Program Director, Associate Dean or Dean. Total accumulation of unused compensatory time should not exceed 60 hours at any time.

Leave
An employee requesting leave (annual, sick, etc.) must complete a Leave Request and Authorization Form and have it signed by the employee’s supervisor. Except in unforeseen emergencies (e.g., sudden illness), the form should be completed at least two weeks in advance of the anticipated leave, so that the supervisor can make alternative plans for covering work needs. A doctor’s appointment, etc. of three hours or less can be handled as a one-time adjustment to a work schedule (see above), if desired, rather than requiring use of sick leave.

R.H. Davis
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