Comp Time

UUP professionals are eligible for, and entitled to, comp time. “Comp time” is compensatory time given to employees who have worked beyond their professional obligation. The UUP Contract DOES specifically contemplate comp time (in Appendix A-29) and you should request it if you are requested to work beyond your obligation.

An example of a reason to ask for comp time is, for instance, if you normal work schedule is Monday-Friday, and you are asked to come in on a Saturday to cover an open house, attend a conference, cover a game, etc. If you occasionally work a few hours overtime in one week, that is usually considered part of your obligation. If you do so every week, however, or if you are asked to work several hours beyond your obligation, you can ask for comp time.

Remember that comp time need not be given on a 1 hr. = 1 hr. basis. Departments differ in the way they handle these requests, but again, the contract requires you to request the comp time before you put in the extra hours so that you receive approval from your supervisor in advance. This prevents misunderstandings about just how many hours you are working and whether or not these hours extend beyond your professional obligation.

Comp time should be taken as soon as possible after you work the extra hours and is treated similarly to vacation. Requests to take accrued comp time should not be unreasonably withheld.

We suggest that when your supervisor asks you to work these extra hours, and you are willing to work them, that you send him or her an email and in that email indicate when you will be taking compensatory time (“I’ll be in at noon on Monday” or “I’ll leave at 3 or 4 on Tuesday or “I’ll take off Thursday,” for instance.) If you get no reply it is construed as agreement.

No supervisor should ever tell an employee that there is “no such thing as comp time” or “Our department doesn’t recognize comp time.” If you are told this, please contact us right away (Pat Donovan, grievance officer at pdonovan@buffalo.edu or 628-0604) so we can get it straightened out. Your name will not be used.