



TO: Facilities Staff

FROM: Bonnie Martin, Vice President for Operations at SUNY Cobleskill

SUBJECT: Scheduled and Unscheduled Overtime as per 2011-2016 CSEA Contract

DATE: May 20, 2013

When voluntary overtime is worked, a scheduled absence charged to sick leave accruals is time worked.

When voluntary overtime is worked, an unscheduled absence charged to sick leave accruals is not time worked with respect to all hours of voluntary overtime worked up to the amount of absence charged to sick leave accruals in that workweek.

Example:

Joe has a scheduled sick day for a doctor's appointment on Thursday – he then works overtime on Saturday – Joe will be paid overtime for the hours he worked on Saturday.

Joe leaves at noon on Thursday due to illness – he checks in with his supervisor and the supervisor approves that Joe go home due to his illness. This will be considered scheduled as Joe received permission from his supervisor to leave work.

Joe calls in sick on Thursday – he then works overtime on Saturday – Joe will be paid for straight time pay for the overtime hours he worked on Saturday. Joe will still need to charge the 8 hours to sick leave.