32.A. POLICY

   Note 1--Applicability. This section applies to non-exempt employees only, as defined in Policy 2.

   Note 2--Approval. Overtime shall be approved in advance by the department head or his or her
designee. In the event that this is not possible, it shall be approved before the end of the pay period.

   Note 4--Overtime Meals. The department head may authorize reimbursement for actual meal
expenses of up to $12.00. The reimbursement may be paid when an employee covered by this policy
is required to work more than two hours past normal quitting time, or more than four hours on a day
off, and it is not practical to return home for a meal. The department creates a direct charge document
in DaFIS and sends the receipt to Accounts Payable. See UC Business & Finance Bulletin G-32
(http://www.ucop.edu/ucophome/policies/bfb/g32.html) for more information.

32.C. COMPENSATION FOR OVERTIME

   Note 1--Time Limit to Use Compensatory Time (Campus Only). There is no time limit on the use of
straight-time accruals. Departments may request an extension of the 6-month limit to use premium
accruals from Employee & Labor Relations.

   Note 2--Time Limit to Use Compensatory Time (UCDHS Only). Accruals in excess of 40 hours will
be paid to employees in June and December.

   Note 3--Compensatory Time in Lieu of Pay. The method of compensation for overtime is at the
discretion of the department head, except for employees who filed a written objection prior to April 15,
1994, and employees who are covered by a collective bargaining agreement. All others have agreed
to accept compensatory time in lieu of pay.

   Note 4--Compensatory Time Form. When an employee begins working in a non-exempt position, a
notification or agreement form must be completed and placed in the department personnel file. These
forms are available on the Web at http://www.hr.ucdavis.edu/erl/supervisor/comp_time_off/index.html.

   Note 5--Scheduling. The use of compensatory time off must be approved in advance by the
department. An employee request may be denied or deferred due to operational needs.

   Note 6--Payment of Overtime Upon Separation or Transfer. An employee who is separated or transferred
to another department shall be paid for accrued compensatory time by the department in which the hours
were worked.