



UNIVERSITY OF WYOMING Compensatory Time & Overtime Calculations

Definitions:

- FTE = Full Time Equivalent
- CTO = Compensatory Time Off
- ETO = Equivalent Time Off

* Department must track – not kept by HR system

Non-exempt (100% FTE)	Paid Hours Off (Holiday, Vacation, Sick, etc.)	Hours Worked	Additional Hours Paid or Compensated
Regular Time (1x for hours over 40, when not all hours are work or holiday hours, ie. sick leave used during the week)	8 (Example Vacation)	40	8 paid at 1x rate or 8 CTO
Regular Overtime (1.5x for hours worked over 40)		48	8 paid at 1.5x rate or 12 CTO
Holiday Pay (1.5x for hours worked on holiday)	8 (Holiday hours)	8	8 paid at 1.5x rate or 12 CTO
Winter Closure (1x for hours worked during closure)	8	8	8 CTO
Emergency Closure (1x for hours worked during closure)	8	8	8 CTO
Exempt (100% FTE)	Paid Hours Off (Holiday, Vacation, Sick, etc.)	Hours Worked	Equivalent Time Off * Department must manually track
Holiday Pay (1x)	8	8	*8 ETO
Winter Closure (1x)	8	8	*8 ETO
Emergency Closure (1x)	8	8	*8 ETO
Regular Overtime			None