

**Mandatory Overtime for Physical Plant and Facilities**  
**for purposes of**  
**CSEA Article 27.4, 2011-2016 Agreement**

**Article §27.4** For the purpose of earning and payment of overtime compensation, an absence charged to sick leave accruals during a work week shall be treated as follows:

- (a) when mandatory overtime is worked, a scheduled absence charged to sick leave accruals is time worked;
- (b) when mandatory overtime is worked, an unscheduled absence charged to sick leave accruals is time worked;
- (c) when voluntary overtime is worked, a scheduled absence charged to sick leave accruals is time worked;
- (d) 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.

Guidelines at SUNY-ESF:

The following items will be recognized as mandatory overtime for Article §27.4

- Annual college events determined each academic year by management
  - Parents/Alumni weekend/fall BBQ
  - Admissions Open houses fall and spring
  - Admissions Accepted Student Reception
  - Commencement
- Special events, e.g. President inauguration, as scheduled by management
- Snow removal
- Asbestos team
- Scheduled overtime communicated as “mandatory” by supervisor
- Emergencies as communicated by supervisor

**Unscheduled Absence**

- “Call-ins” (i.e. unscheduled sick leave)
  - Includes partial days, such as coming in late or leaving early
- Includes unscheduled sick leave when employee has exhausted sick leave and uses other appropriate leave accruals in lieu of sick leave (Article 10.8b)