

COMPENSATORY TIME IN LIEU OF OVERTIME INSTRUCTIONS

1. The agreement form must be signed by the employee and supervisor (must be a conservation district supervisor) and dated **before** the extra hours are worked.
2. Attach the agreement form to the back of the time sheet.
3. The extra hours must show on the time sheet. Then show the calculation for 1.5 x the number of extra hours in the period.
4. Compensatory time in lieu of overtime only applies to hours worked over 40 in a work week. A work week runs from 12:00 am Saturday thru 11:59 pm Friday.

COMPENSATORY TIME AGREEMENT

I understand that my position is covered under the federal Fair Labor Standards Act (FLSA). I also understand that I am eligible to receive overtime pay at one and one-half times my current rate of pay, OR, in lieu thereof, to receive paid time off at the rate of one and one-half hours off for each hour of employment for which overtime compensation is required.

I voluntarily waive my right to overtime pay for compensation of overtime worked in the payroll ending _____ *(date)* and elect, in lieu thereof, to receive FLSA compensatory time, which time will accrue and be credited to my payroll records as FLSA compensatory time.

I acknowledge that I may use accrued FLSA compensatory time as paid time off according to the conservation district policies and procedures.

Employee Signature

Date

Approved by:

Supervisor

Date

THIS FORM MUST BE ATTACHED TO THE TIME SHEET THAT INCLUDES THE EXTRA HOURS WORKED.