

Name: _____

Employee ID: _____

Job Classification: _____

Department: _____

Supervisor: _____

Fair Labor Standards Act Sec. 207 (o) Compensatory time

(1) Employees of a public agency which is a State, a political subdivision of a State, or an interstate governmental agency may receive, in accordance with this subsection and in lieu of overtime compensation, compensatory time off at a rate not less than one and one-half hours for each hour of employment for which overtime compensation is required by this section.

(2) A public agency may provide compensatory time under paragraph (1) only (a) Pursuant to – (i) Applicable provisions of a collective bargaining agreement.... (ii) in the case of employees not covered by subclause (i), an agreement or understanding arrived at between the employer and employee before the performance of work...

(5) An employee of a public agency which is a State, political subdivision of a State, or an interstate governmental agency— (A) who has accrued compensatory time off authorized to be provided under paragraph (1), and (B) who has requested the use of such compensatory time, shall be permitted by the employee’s employer to use such time within a reasonable period after making the request if the use of the compensatory time does not unduly disrupt the operations of the public agency.

I agree to accept compensatory time (earned at the rate of time and one-half) for all hours worked in addition to my regular 40-hour work week in lieu of monetary payment for overtime.

I understand that I must receive approval from my supervisor prior to working overtime.

Employee: _____ Date: _____
(signature)

Supervisor: _____ Date: _____
(signature)

Keep this form with your department payroll records.