

RECORD OF OVERTIME EARNED

Submit a single form Front and Back. Two separate sheets will not be accepted

Date Example: Monday, February 24	Actual Time Worked Example: 5:00 - 6:30 p.m.	Reason for Overtime: Example: Graduation

Employee Signature Date

Department Head/Director Signature Date

FLSA Overtime/Compensatory Leave: (Classified Personnel Only)

The time an employee is required to work in excess of the standard forty (40) hours work week. Any paid leave or holidays taken during that week are not counted as hours worked in determining overtime hours. FLSA overtime is accrued at the rate of 1.5 hours for each hour worked over the 40 in one work week. The official workweek is from 12:01 a.m. Saturday until 12:00 midnight of the following Friday.

State Overtime/Compensatory Leave: (Administrators & Classified Personnel)

State compensatory time is defined as excess hours earned other than FLSA when an employee records more than 40 hours for work week through the combination of holidays, vacation time, sick leave, and hours worked. State compensatory time is accrued at the rate of 1 hour for each excess hour over 40 in one work week.

Example: Using a day of sick, vacation, holiday, or comp time during the work week.

M	T	W	TH	F	
S	W	W	W	W	
8	12	12	12	12	= 56 hrs.
					- 40 hrs. sick
					16 hours of overtime
					- 8 hrs. ST (state time) due to sick leave
					8 hrs. FLSA comp time earned