



## Overtime Pay or Compensatory Time Approval

Overtime Pay and/or Compensatory Time: Work beyond 40 hours per week must be approved in advance by the immediate Supervisor and the appropriate Executive Staff.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Check for Compensatory Time       Check for Overtime Pay

Indicate date, anticipated hours and activity for work beyond 40 hours per week:

Activity Date	Anticipated Hours	State Activity

Approvals by Immediate Supervisor and Executive Staff (if necessary) member

Immediate Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Staff Member: \_\_\_\_\_ Date: \_\_\_\_\_

### Policy Excerpt

**-Overtime Pay:**

Non-Exempt Employees - Time worked by non-exempt employees beyond forty (40) hours in a workweek shall be paid at one and one half (1 ½) times the regular rate of pay. Only hours actually worked in a workweek will be used in determining overtime.

Exempt Employees - Exempt employees are not eligible for overtime.

**-Compensatory Time.**

Non-Exempt Employees- Non-exempt employees have the option of taking compensatory leave time instead of overtime pay. Compensatory time will be earned at a rate equivalent to one and one half (1 ½) hours for every hour of overtime worked beyond forty (40) hours in a workweek. Compensatory time must be taken within a 30-day period of the time earned or it is lost.

Exempt Employees- Compensatory time will be earned at a rate equivalent to one hour (1) for every hour worked beyond forty (40) hours in a workweek. Exempt employees are only eligible to accumulate a maximum of 24 hours in compensatory time at any given time. All compensatory time not used by the end of the fiscal year (June 30th) will be lost.

Excerpts were inserted for convenience; employees should read the entire policy on the TATC website before applying for overtime or compensatory time.