



Compensatory Time Off Agreement

I, _____, request that some or all of my compensation for overtime worked be awarded to me in the form of compensatory time off as permitted by the Fair Labor Standards Act. I understand that I may accrue a maximum of 240 hours of compensatory time and that departments may establish a policy limiting the number of compensatory hours I can earn and/or accumulate that is lower than the 240-limit. I also understand that my supervisor may permit me to choose between compensatory time or pay OR may require me to take pay for overtime hours. I will report all overtime hours to Human Resources on time sheets and indicate my selection of compensatory time or pay. Once overtime is processed as compensatory time the employee may not request pay. The only exception is when an employee terminates their employment with the College. At the time of termination, the employee will be paid for the remaining compensatory time at the rate of pay in effect before the termination or at the average regular rate over the previous three years, whichever is higher. Compensatory time must be taken within a reasonable period of time unless it would greatly disrupt college operations. Scheduling the use of compensatory time is subject to the conditions outlined in the JCC-ESPA Agreement for scheduling of vacation leave (Article XIX, C.2. and Article XI, A.4. & 5.)

Signature of Employee