

Department: _____

Division: _____

Section: _____

ELECTION OF COMPENSATORY TIME

U.S. 29 CFR 553.23 permits an agreement or understanding between a public agency and an employee to provide for compensatory time in lieu of cash payment. Absent such an agreement, overtime must be paid in cash.

For the purposes of overtime compensation, I hereby elect to receive compensatory time in lieu of cash payment. I understand that by electing compensatory time off in lieu of cash payment, I may not accrue more than 120 hours of compensatory time, after which cash payment must be made; compensatory time off requested by me must be granted unless it would unduly disrupt operations; and cash payment for accrued compensatory time may be made by my employer at any time.

I further understand that this agreement may be rescinded by either party giving 30 working days' notice.

Entered into this _____ day of _____ in the year _____

Employee: _____
(Print Name) Employee ID # Signature Date

Supervisor: _____
(Print Name) Signature Date

State limitation of 120 hours may be extended to 240 hours in accordance with the FLSA with agreement of both parties (see NAC 284.250)

Distribution: Employee
 Department/Division
 Agency Personnel File