

Compensatory Time Acknowledgement

- Compensatory time is an alternative method for compensating public sector employees who work overtime. Employees are eligible for compensatory time at the rate of time-and-one-half for their time worked in excess of 40 hours per workweek.
- Any overtime must be approved in advance by the employee's supervisor.
- Employees cannot volunteer. All work must be paid.
- Compensatory time is to be taken within one year of the date of accumulation or the employee will be compensated monetarily. Departments may require employees to use compensatory time before Paid Time Off.
- No more than 90 hours of compensatory time (60 hours of overtime worked) can be accumulated. Compensatory hours that exceed the 90-hour maximum accrual will be paid on the next available paycheck.
- For a full explanation of compensatory time, read section 4.3.2 of the Staff Handbook at staffhandbook.ou.edu.

Changes to this agreement must be approved before work is performed.

I understand and agree that I will accumulate compensatory time instead of overtime pay. As stated in section 4.3.1 of the Staff Handbook, I understand that any overtime must be approved ahead of time by my immediate supervisor.

Name (printed)

Employee ID

Department

Signature

Date