

OMF POLICY: Working Environment

3.03 Overtime and Compensatory Time Use and Approval

Non-represented employees eligible for overtime who wish to receive compensatory time off in lieu of overtime pay must sign a form or memo providing their consent to earn compensatory time. A copy of the form or memo must be included in the employee's bureau personnel file. Employees who are eligible to accrue overtime or compensatory time will obtain approval from their supervisor prior to working the overtime. Employees will obtain approval prior to taking compensatory time off.

Reference:

[HR 8.02](#) Hours of Work and Overtime Compensation: FLSA Covered Employees

[HR 8.03](#) Hours of Work, Overtime Compensation, and Management Leave: FLSA Exempt Employees

Bargaining unit contracts

OMF Business Owner:
Last updated:

Business Operations
April 17, 2017