

**Personnel Assignment and Transfer**

**Compensatory Time Off Agreement**

**COMPENSATORY TIME OFF AGREEMENT**

In accordance with the Fair Labor Standards Act, the School District has a policy of granting nonexempt employees compensatory time off in lieu of compensation for hours worked in excess of forty (40) hours per workweek. I understand and agree that the School District may elect to give me compensatory time at the rate of one and one-half (1 1/2) hours for all hours worked in excess of forty (40) hours per workweek. I also understand that the compensatory time may be limited, used or paid out consistent with the provisions of the School District's policy, applicable law and regulations of the U.S. Department of Labor. I also understand that I have the right to use the accumulated compensatory time within a reasonable time provided that I submit a written request for the same to my immediate supervisor no later than two (2) weeks in advance of the requested period, and further provided that the use of compensatory time during the requested period will not unduly disrupt academic instruction and/or the provision of academic services in the School District.

\_\_\_\_\_  
Name of Employee

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date