



WALTERS STATE COMMUNITY COLLEGE

REQUEST FOR NON-EXEMPT COMPENSATORY TIME OR OVERTIME

Time worked in excess of 37.5 hours per week for full-time employees, 25 to 30.8 hours per week for regular part-time employees, and 76 hours per pay period for temporary part-time employees **must receive prior approval from the supervisor and the President.***

Employee: _____ WS ID: _____

Position: _____ Department: _____

- Full-time employee is scheduled to work a maximum of _____ hours in excess of 37.5 during the week beginning Saturday, _____
- Regular part-time employee is scheduled to work a maximum of _____ hours in excess of _____ (25 or 30.8 regularly scheduled hours) during the week beginning Saturday, _____
- Temporary part-time employee is scheduled to work a maximum of _____ hours in excess of 76 during the month of _____

Reason for request: _____

Request is for: Compensatory Time (not applicable for temporary part-time employees)
 _____ Hours at straight time to be taken the week beginning Saturday, _____
 _____ Hours worked over 40: _____ x 1.5 = _____ to be taken the week beginning
 Saturday _____

Overtime Payment
 _____ Hours at straight time
 _____ Hours worked over 40

**Employee: _____ Date: _____

Approved: _____ Date: _____
Immediate Supervisor

Approved: _____ Date: _____
Department Head/Dean/Vice President

Approved: _____ Date: _____
President

*In the absence of prior approval by the supervisor and the President, a memorandum of explanation must be attached.

**In compliance with the Fair Labor Standards Act, my signature certifies acceptance of Compensatory Time or Overtime Pay as stated above.