

FLSA Compensatory Time Authorization for Accumulation in Excess of 40 Hours

Texas A&M University-Commerce Human Resources

This form must be completed and signed by the Leave Coordinator of Human Resources before any employee who already has **40 hours** of accrued comp time will be allowed to work **additional hours**. The employee information and justification are to be completed by the immediate supervisor **before** it is sent to Human Resources for approval.

Date: _____

Employee Name: _____

Requested By: _____

Date(s) Comp Time Will Occur: _____

Justification for accumulation of overtime:

Supervisor Signature

Employee Signature

APPROVAL:

Linda Baron

FLSA Compensatory Time Authorization

Texas A&M University-Commerce Human Resources

This form must be filled out and attached with employee's time card when he or she works compensatory time **under a total accumulated amount of 40 hours**. This form must be sent in to Human Resources or the University will not recognize time worked. The Department Head must approve overtime before employee is allowed to work.

Date: _____

Employee Name: _____

Requested By: _____

Date(s) Comp Time Will Occur: _____

Justification for accumulation of overtime:

Supervisor Signature

Employee Signature