



STATEMENT OF AGREEMENT OR UNDERSTANDING COMPENSATION FOR OVERTIME WORK

I, _____, understand that agencies of the State of Louisiana have the option of granting compensatory leave for overtime hours worked.

Non-Exempt Employees: In cases where the Fair Labor Standards Act applies, such leave will be credited to non-exempt employees at the rate of one and one-half hours for each hour worked.

Exempt Employees: LCTCS has the option of granting no over time compensation at all to exempt employees, but LCTCS chooses to compensate exempt employees below the level of Director with hour-for-hour compensatory leave for overtime hours worked.

PAYMENT OF COMPENSATORY LEAVE UPON SEPARATION:

- Non-Exempt Employees: I understand that non-exempt employees shall be paid upon separation for any time and one-half compensatory leave earned for overtime, as required by the Fair Labor Standards Act. Other straight, hour-for-hour compensatory leave will also be paid upon separation in accordance with the applicable Civil Service Rules. Any hour-for-hour compensatory leave that may not be paid upon separation shall be cancelled.
- Exempt Employees: Compensatory leave credited to exempt employees may or may not be paid upon separation in accordance with the applicable Civil Service Rules. Any such compensatory leave that is not paid shall be cancelled in accordance with the applicable Civil Service Rules.

I have read the above and agree to accept compensatory leave as compensation for overtime worked if applicable.

Printed Name _____

Signature _____ Date _____

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