

The text of the Compensatory Time Agreement below may be copied for departmental use. This agreement may be extended to non-exempt employees only. The employee's acceptance of this offer is voluntary and must be completed for each assignment in which the employee will accrue compensatory time in lieu of payment for overtime hours worked.

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### **Compensatory Time Agreement**

In accordance with the provisions of the Fair Labor Standards Act, the University of Utah allows employees in non-exempt positions to accrue compensatory time off work instead of receiving payment for overtime hours worked.

I have been offered the opportunity to work overtime on (specify date(s) and hours/shift). For this assignment, I accept compensatory time at the rate of one and one-half hours for each overtime hour worked instead of receiving payment for overtime hours worked.

I also understand that the maximum amount of compensatory time I can accrue is 240 hours. I understand that accrued compensatory time must be used and paid in accordance with University policy.

I have reviewed the Overtime/Compensatory time procedure at:  
<https://www.hr.utah.edu/comp/procedures8.php>

I agree to accept the overtime assignment as it has been described in this document.

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Employee Name

Date

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Supervisor Name

Date