Compensatory Time Off Election Form
For Non-Exempt Employees

The non-exempt employee will elect if overtime will be compensated either by pay or by compensatory time off in lieu of paid overtime. The option to elect compensatory time will depend on if Lincoln University is granting this preference.

The non-exempt employee will designate the election of compensatory time by the signing of this form at the time of employment and thereafter at the request of the department head or director.

Lincoln University will pay overtime for all work performed within the designated workweek that exceeds 40 hours. The overtime pay will be at time and one half the established hourly wage rate for the position or compensatory time will be granted at time and one half the hours worked above 40 hours.

The department head or director may fix a time limit for an employee to request and take compensatory time off. If compensatory time off is not requested or taken within the established time limits, the employee must be paid for overtime work at the overtime rate in effect for the work period in which it was earned.

The employee can accumulate compensatory hours up to 240 hours of compensatory time earned. An employee will be paid for hours of overtime which exceed this limit.

Any employee who has accrued compensatory time and asks to use it or any part of it, shall be permitted to use such time within a reasonable period, if such request does not duly disrupt the operations of the department.

Employee Request for Compensatory Time

I am requesting compensatory time off in lieu of pay for overtime hours. I have read and understand the provisions above regarding this election.

_____ _____

Employee's Name Date

_____ _____

Supervisor's Name Date

Distribution: 1 copy for departmental file
1 copy for employee
1 copy for employee personnel file