

## Compensatory Time

In accordance with Chapter 55 Mohican Fair Labor Standard Ordinance  
Section 55.11 Compensatory Time I, \_\_\_\_\_  
wish to have any hours I work over 40 in a single week given to me as:

\_\_\_\_\_ Overtime pay, paid at 1-1/2 hour my regular hourly wage

OR

\_\_\_\_\_ Compensatory time (admin credits) awarded at a rate of 1-1/2  
for each hour worked over 40.

(CHECK ONLY ONE)

1. Overtime must be pre-approved by your supervisor.
2. You may not carry over no more than eight (8) hours of comp time per month.
3. At the end of the month, if an employee has more than 8 hours of comp time, the employee shall receive a check of the cash value of the comp time.
4. Overtime designation is in effect until the employee elects to stop. (It can only be changed on a quarterly basis). Must see payroll to change and supervisor must also be notified.

Employee Signature \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Send the completed form to the Payroll Department for process.