

AGREEMENT TO RECEIVE COMPENSATORY TIME OFF

Pursuant to the Fair Labor Standards Act (FLSA), the Madison County Board of Education has a policy of granting compensatory time off to non-exempt employees in lieu of overtime pay for time worked in excess of 40 hours in any workweek. A copy of the policy, **File: GCRD**, dated February 26, 2004, has been provided to me.

I understand that I must obtain my supervisor's express written authorization to work overtime prior to working in excess of 40 hours in any workweek. I understand that I will earn compensatory time at a rate of not less than one and one-half (1.5) hours for each one hour of overtime worked. I further understand that I will be allowed to use compensatory time within a reasonable period after requesting such use. However, I also understand that pursuant to the board policy and applicable FLSA regulations, the board may require me to use the compensatory time within a certain time period, may prohibit the use of compensatory time on certain days, may require that compensatory time be cashed out after a particular time period or may otherwise limit the use of compensatory time.

I hereby knowingly agree and consent to the use of compensatory time in lieu of overtime pay for time worked in excess of 40 hours in any workweek, and I accept this as a condition of my employment with the Madison County Board of Education.

Employee Signature

Date

Supervisor (or Designee) Signature

Date