

## UMW Overtime Compensation Election for Non-Exempt Employees

The [Overtime Compensation Policy for Non-Exempt Employees](#) includes the option for newly hired non-exempt employees and employees with a FLSA status change to non-exempt to elect overtime leave in place of overtime pay.

### Employee Overtime Compensation Election

Employees will receive overtime pay for overtime hours earned unless an election is made for overtime leave. Election of overtime leave has to be made within 30 days of hire or FLSA status change to non-exempt. If no election is made, compensation will default to overtime pay. Employees may change their election in the next open enrollment period which is held each year starting in June to become effective July 10th.

Please sign and date if electing to receive overtime leave:

Employee legal name: \_\_\_\_\_

I elect overtime leave:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**This election form must be submitted to Payroll within 30 days of hire or FLSA status change.** The earning of overtime leave in place of overtime pay will start with the pay period after Payroll has processed the election.

### Definitions of Overtime Compensation:

**Overtime Pay:** Pay at the time and one-half rate for hours physically worked over forty in a workweek.

**Overtime Leave:** Leave earned at the time and one-half rate for hours physically worked over forty in a workweek.

**Employee Responsibilities:** Employees must obtain approval in advance to work overtime hours and are expected to work overtime hours or adjusted schedules as required by their supervisor.

Unauthorized overtime hours are prohibited. Employees working overtime hours without advance approval may be subject to disciplinary action. All hours of work are to be reported accurately in MyTime in a timely manner. Employees are expected to submit time-off requests and approve timecards in MyTime by established deadlines.

The guide to the [Overtime Leave Election Process](#) is posted on the Payroll Website.

[MyTime training](#) is available daily if assistance is needed.

#### Payroll Use Only

Rec'd in Payroll:

Pay Period Effective Date:

v0 8/16/17