

**AGREEMENT AND AUTHORIZATION
FOR
COMPENSATORY TIME
“COMP TIME”**

**This Agreement must be completed prior to performing overtime
for compensatory time**

In accordance with the Fair Labor Standards Act (FLSA), the Seattle School District, with supervisory approval and in compliance with the District’s collective bargaining agreements, allows eligible employees to accrue compensatory time off work instead of receiving payment for overtime hours worked.

I understand that I have been offered the opportunity to accrue compensatory time off at the rate of one and one-half hours for each overtime hour worked. I also understand that the accrued compensatory time must be used or paid in accordance with District policy and applicable law and collective bargaining agreements. I have had an opportunity to review the information regarding the [Fair Labor Standards Act \(FLSA\) Guidelines](#).

I further understand that any/all work above and beyond the normal workday must have this authorization signed by my supervisor *prior* to working the time.

I also understand that working overtime without this written approval may result in disciplinary action.

I agree to accept compensatory time for this overtime assignment. I also understand that if any portion of the District’s policy is found to conflict with applicable law or regulation, the conflicting portion of the policy will be invalid, but the remainder of the policy continues to be in effect.

Employee Signature

**Date/Number of hours of compensatory
time authorized**

Supervisor Signature

**Date/Number of hours of compensatory
time accepted**