

**MIFFLIN TOWNSHIP
155 OLDE RIDENOUR ROAD
GAHANNA, OH 43230**

**COMPENSATORY TIME AGREEMENT
AND
CONVERSION OF COMP. TIME TO PAY**

The undersigned mutually agree that the time to be worked on the following date and time will be counted as compensatory time rather than paid time. This agreement will apply only to overtime hours worked during a specified paid period and must be worked on the date and time indicated. Any variation from this agreement will revert to regular overtime and will be paid as such rather than compensatory time.

All compensatory time covered by this agreement must have been approved in advance of the time worked and will affect only the dates and hours shown below. Such time will be credited at the rate of time and one half and will not exceed the limits provided by the Fair Labor Standard Act.

This agreement acts as both a request on the part of the employee and approval by the Department Head.

PAY PERIOD _____ THRU _____

TOTAL HOURS _____ Equal To _____ Hours Converted
(Total Time Credited)

PLEASE CONVERT _____ HRS. OF COMP. TIME TO PAY.

This agreement is invalid unless both parties have affixed their signatures and the document is delivered to the personnel officer prior to the time being worked.

Employee Signature

Department Head Signature

Date Signed

Date Signed