

**STATEMENT OF AGREEMENT OR UNDERSTANDING
REGARDING COMPENSATION FOR OVERTIME WORK**

I understand that agencies of the State of Louisiana have the option of granting compensatory leave for overtime hours worked. In cases where the Fair Labor Standards Act applies, such leave may be credited to me at the rate of one and one-half hour for each hour of overtime worked. For overtime hours worked during weeks when leave is taken (with or without pay) or when holidays are observed, the agency may opt to use straight time cash payments or hour for hour compensatory leave in accordance with the Rules of the Department of State Civil Service.

I also understand that I will be paid upon separation for any time and one-half compensatory leave earned for overtime as required by the Fair Labor Standards Act. Other straight hour for hour compensatory leave may or may not be paid upon separation in accordance with the applicable State Civil Service Rules and department policy.

Section: _____ Date: _____

Print Name: _____ Personnel #: _____

Signature: _____