



8/24/17

**OFFICE OF TRUST SERVICES  
PATHWAYS INTERNSHIP PROGRAM**

**Request/Authorization Overtime or Compensation Time Off  
for FLSA Non Exempt Employees**

☐ **I Elect Overtime**  
(provide accounting data below)

☐ **I Elect Comp Time**

☐ **I Elect Travel Comp Time**

<b>Student Name (First and Last)</b>	<b>Position Title, Series, Grade</b>	<b>Host Office or Agency Name</b>
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Overtime and accrued compensatory time off will be authorized in 15 minute increments. Offices must track and manage compensatory time off for travel separately from other forms of compensatory time off.

The student interns are subject to the Fair Labor Standards Act (FLSA). Using this form, the student may "Elect" to receive overtime pay (paid out on the payday in the pay period in which it was earned) at one and one-half times my regular rate of pay or compensatory time off (accrues for use at a later date) at a rate of one and one-half hours for each hour worked in excess of 40 hours in a workweek, excluding all leave and holiday time. The student understands that the employing agency reserves the right to make payment even though they may elect to receive compensatory time off for the overtime hours worked. **However, the payment for any overtime will be the responsibility of the Host Office and must be charged to their cost accounting codes.**

Record Time (Hours) in 15 minute increments: 15mins = .25; 30mins = .50; 45mins = .75; and 60mins (1 hr) = 1.00

<b>Pay Period#:</b> _____			<b>To be completed by Student AFTER Work/Travel</b>		
<b>Day</b>	<b>Date</b>	<b>Estimated Hours</b>	<b>Actual Time Started &amp; Finished</b>	<b>Actual Hours</b>	<b>Student Initials</b>
Sun					
Mon					
Tues					
Wed					
Thur					
Fri					
Sat					
<b>Total:</b> _____			<b>Total:</b> _____		

Note: Compensatory time off will not be given to an employee for waiting time between actual periods of TRAVEL during which the employee is free to rest, sleep, or otherwise use the time for his or her own purposes. This extended waiting time is considered as "not usual" and is not creditable as time in a travel status, including time spent traveling to and from the airport (within limit of official duty station) and meal periods. For Justification, please explain why time was work was needed or why the employee could not travel during regular working hours.

<b>Tour of Duty:</b>	
<b>Justification:</b>	
<b>Accomplishments:</b>	

Host Office Accounting Data for Overtime		
Fund	Fund Center	Functional Area

**Requested by:**

☐ **Approved**    ☐ **Not Approved**

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approving Official/Host Supervisor (BIA)

\_\_\_\_\_  
Date