University of Maryland, Baltimore Agreement for Non-Exempt Employees

Earning Compensatory Leave in Lieu of Cash Overtime Payments

- 1. Non-exempt employees of the University of Maryland must be paid for overtime at the rate of time and one-half for hours in excess of 40 in any workweek; however, when offered, the employee may choose to earn compensatory leave in the same manner as cash overtime by the employee.
- 2. Time worked beyond 40 hours in any workweek must be approved in advance by the unit/department head or designee.
- 3. Compensatory leave may not exceed a maximum accumulation of 30 workdays **(240 hours)**.
- 4. Overtime worked beyond 30 workdays must be compensated for by cash payment.
- 5. Unused accumulated compensatory leave must be paid out to the employee at the time of transfer to a different school/department, acceptance of an exempt position, or separation from employment.

In consideration of being allowed to earn compensatory leave in the same manner as cash overtime (time and one-half for each hour in excess of 40 in a workweek) I hereby waive my right to overtime pay for any overtime worked. I further understand that, **under this agreement**, I may not convert compensatory time to cash except as described in item 5 above.

Pay period(s) covered:	to	
Employee Name (Print)	Signature	Date
Department Head/Designee (Print)	Signature	Date
Department Name	Phone Extension	