



Human Resources

RECORD OF OVERTIME LEAVE EARNED

Non-Exempt Employees Only

As an alternative to cash payments for overtime hours worked, a department head/supervisor may choose to give their non-exempt employees the option of receiving Overtime Leave for hours physically worked in excess of 40 during the regular workweek. Overtime Leave is earned at one and one-half times the number of hours worked in excess of 40.

No employee may accumulate more than 60 hours of Overtime Leave. When the employee accumulates the maximum amount of hours, he or she must revert to payment for overtime hours by submitting a Record of Overtime Pay form to Payroll Services.

For further clarification please refer to
[JMU Policy 1303 - Provisions for Granting Overtime and Compensatory Leave](#)

Employee ID #:	
Employee Name:	
Overtime Leave Hours Earned: List the date in which the hours were earned and the number of hours worked x 1.5	

I certify that the above information is correct, and this employee is in a non-exempt position and is eligible for overtime leave per the guidelines outlined in JMU Policy 1303.

Signature of Authorizing Supervisor

Date

Send to Human Resources at MSC 7009