

# WILLIAM & MARY

## University/Classified Non-Exempt OT Compensation Election Form

If your position is designated as non-exempt under the Fair Labor Standards Act (FLSA), you can elect the method of compensation for hours worked beyond 40 in a seven-day work period (FLSA workweek). \* As a non-exempt employee, you may choose to receive overtime compensation as either leave or pay:

### Leave

You will earn 1.5 hours of overtime leave for each hour worked over 40 during the FLSA workweek. You can accrue up to 120 hours each year, with a total limit of 240 hours. Once you reach the annual or total limit, the Office of Human Resources will change your election to pay, and it will remain that way until you change your election during the next January or July open enrollment.

### Pay

You will receive 1.5 times your average hourly rate for the FLSA workweek for each hour worked over 40 during the FLSA workweek.

*\* For Law Enforcement, this applies to hours worked beyond 80 in a 14-day work period.*

Please make your election below and **return this form within 30 days** to Human Resources via [AskHR@wm.edu](mailto:AskHR@wm.edu). Your election will be processed in the first available payroll after receipt. If this form is not returned to Human Resources, overtime leave is the default election. You may only make changes to your overtime compensation election twice a year, in January and July.

<b>Employer (check one)</b>	<input type="checkbox"/>	<b>W&amp;M</b>	<input type="checkbox"/>	<b>VIMS</b>
<b>Banner ID</b>				
<b>Last Name, First Name</b>				
<b>Election (check one)</b>	<input type="checkbox"/>	<b>Leave accrual</b> 120 hour annual maximum; 240 hour maximum total	<input type="checkbox"/>	<b>Cash</b> 1.5 times average hourly rate for the FLSA workweek

### Employee

<b>Signature</b>	<b>Phone</b>	<b>Date</b>