

Sparta Area School District

Article 305 - Compensatory Time Off and Overtime

Employees will be paid overtime as required by the Fair Labor Standards Act. The employee will receive overtime compensation at a rate of one and one-half his/her hourly wage for all hours worked over forty (40) in a given week.

If approved by the administration, the employee may request, in lieu of overtime compensation, mutually agreed upon compensatory time off. Compensatory time off will accrue at a rate of time and one-half for accumulated overtime in lieu of overtime payment.

Compensatory time off requests shall be brought to the immediate supervisor at least forty-eight (48) hours in advance of the time of the requested leave. Requests for compensatory time off must be approved by the immediate supervisor before the time off may be taken. All work in excess of forty (40) hours per week must be approved by the immediate supervisor.

Legal Reference: Wis Statutes 103.01-.03

Cross Reference:

Approved:

Revised: March 23, 2010